



## **Canutillo ISD**

### **Finance/Audit/Facilities/Planning Committee Meeting**

**Wednesday, March 19, 2014 6:00 PM**

# Agenda of Finance/Audit/Facilities/Planning Committee Meeting

## The Board of Trustees Canutillo ISD

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A Finance/Audit/Facilities/Planning Committee Meeting of the Board of Trustees of Canutillo ISD will be held March 19, 2014, beginning at 6:00 PM in the Canutillo ISD Administration Office - 7965 Artcraft - El Paso, Texas.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

### 1. GENERAL FUNCTIONS

A. Call to Order

B. Roll Call

*Laure Searls, Chairperson; Armando Rodriguez and Sergio Coronado*

### 2. COMMITTEE BUSINESS

**All committee business items are for discussion and possible formulation of recommendation to the Board of Trustees**

#### A. FINANCE

Presenter: Mrs. Aguirre

1. Budget Update

2. District Financials for February 1-28, 2014

3. Warrant List for February 1-28, 2014

4. Fundraising Activities Update

4

#### B. AUDIT

Presenter: Mr. Padilla/Mr. Goytia/Dr. Galaviz/Mrs. Garcia

1. CHS Newcomer and TEA CAP

16

2. Compliance Calendar

67

3. Audit Plan Update

68

4. Hotline Update

#### C. FACILITIES

Presenter: Mr. Gatlin

1. Bond Update

2. Discussion regarding the marquee funds for office space

69

Presenter: Mr. Padilla

3. Discussion regarding AMS Plan Review and Inspection

70

Presenter: Mr. Padilla

- 4. Discussion regarding the resolution to address the preservation and maintenance of the Don Juan de Onate Trail 75
- 5. Update on Energy Manager
- 6. Safety and Security Plan (hard copy will be provided)

D. PURCHASING

- 1. Approval of Procurement Method for CTE Barn Project 77
- 2. Award of RFQ 14-05 Architectural Services 79
- 3. Approval of Purchase of Computer Tables for CTE classes at CHS 87
- 4. Approval of Purchase of Classroom Furniture for CES 91
- 5. Approval of Purchase of Laptop Computers utilizing IT Instructional Hardware Bond Funds 95
- 6. Approval of Purchase of Technology Items utilizing SCE Funds 103
- 7. Approval of Purchase of Desktop computers for CHS TLC utilizing SCE Funds 130
- 8. Approval of Contract for Video Surveillance Project 134
- 9. Approval of Contract for Repair of Irrigation System CHS 182

3. COMMUNITY INPUT

Comments/Input from community members on items discussed by the Finance/Audit/Facilities/Planning Committee

4. ADJOURNMENT

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*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on \_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
For the Board of Trustees



# Canutillo Independent School District

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El Paso, TX 79932

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**TO:** Board of Trustees  
Dr. Pedro Galaviz, Superintendent

**THROUGH:** Martha Aguirre, Executive Director of Financial Services

**FROM:** Hector Rodriguez, Executive Director of Internal Audit  
Gloria De Leon, Accountant  
David C. Solis, Accountant

**DATE:** March 4, 2014

**SUBJECT:** Free Dress Bracelet Activities

The February Board Warrant Report initiated a request for an update of the Free Dress Bracelet Fundraising Activity. Below is an overview of said activity. In addition, a summary of all District Fundraising Activities has been provided for your review.

## **Fundraising Activity Requirements**

Campus sponsors, office managers, and principals are required to attend one of four annual campus activity trainings provided by the Financial Services Office. Once the training has been completed, the campus sponsors, office managers, and principals are required to complete and submit the forms listed below, prior to sponsoring an activity.

1. Acknowledgement of Responsibilities Form
2. Conflict of Interest Disclosure Statement (Form CIS)

Additionally, each semester the campus principals must submit a Semester Campus Activity Plan identifying the anticipated activities for the semester that the campus plans to conduct for the semester.

## **Free Dress Bracelet Fundraising Activity**

The process for conducting a Free Dress Bracelet Activity is as follows:

1. The campus sponsor will complete and submit a campus activity application to his/her principal for the free dress activity. The following information is included in the application:
  - Organization/Club Name
  - Date of Request
  - Campus
  - Sponsor Name
  - Activity Start and End Dates
  - Time of day of the activity
  - Description of the activity
  - The purpose for how the proceeds will be used
  - Anticipated Cost, profit, and profit percentage

2. The principal approved application will be forwarded to Financial Services for review and for final approval by the Executive Director of Financial Services.

Upon approval campus sponsors, office managers and principals are notified by the Financial Services via email of the approved activity.

3. Campuses are allowed to conduct two free dress activities per semester in which students are charged a fee. Pre-numbered tickets or bracelets must be used to conduct this type of activity.
4. Campus sponsors must submit free dress monies collected to the Office Manager for deposit to Wells Fargo Bank. The Office Manager will issue an office receipt to the sponsor. The office receipt includes:
  - School
  - Date
  - Sponsor Name
  - Amount
  - Fundraiser Number
  - Ticket # Sequence (This can be used for the bracelet sequence also)
  - GL Account Number
  - Description of the activity
5. At the conclusion of the activity, the sponsor must complete a financial recap of the activity. This financial recap must be reviewed by the campus office manager and approved by the principal. Principal approved financial recaps are required to be submitted to the Financial Services Office within thirty (30) calendar days after the activity ending date or by the date designated on the Campus Activity Application.
6. Financial Services will review the activity financial recap for completeness and to ensure all expenses and revenues have been applied to the correct general ledger account.

### **Effectiveness of Fundraising Guideline Requirements**

Internal Audit has performed various audits in the area of fundraiser compliance over the past couple of years. As a result of these audits, increased awareness and strengthened controls have been put in place through the cooperation of Financial Services and campus personnel. Significant weaknesses were found at one campus. The weaknesses at this campus were a result of a weak control environment and disregard for established procedures. To determine whether established procedures were being disregarded at other campuses, Internal Audit performed a district-wide audit to identify any unapproved fundraisers occurring at other campuses. Based on the fieldwork performed for this particular audit, no unapproved fundraisers were discovered. In general, reasonable assurance can be provided that fundraisers being conducted throughout the District are approved and the irregularities found at the one campus are not representative of district-wide practices. However, residual risk still exists for this high risk area. The residual risk will continue to be handled by campus and central administration with the assistance of Internal Audit when special investigations are needed.

## **Revision of Fundraising Guidelines & Processes**

Financial Services has established the Finance Advisory & Compliance Team (FACT). The FACT committee is comprised of representatives from Financial Services, Campuses (i.e., office managers and principals) and Departments. The purpose of the committee is to:

- Evaluate and develop processes and guidelines for the District's finance procedures
- Develop and submit recommendations for improving communications and understanding of the District's finance procedures
- Serve as a working committee or appoint subcommittees as necessary to study needed programs and services of the District as it relates to financial matters and serve as an informational resource to District personnel.

One of the first tasks for the FACT committee was to review and make recommendations and changes to the campus fundraising activities regulation, process and procedures as deemed necessary. As a result, Regulation CFD was revised and the Activity Resource Manual (ARM) was created to assist campus sponsors, office managers, and principals. The ARM can be found on the District Financial Services website or <http://www.canutillo-isd.org/Page/154>.

## **Communication of Revisions to Fundraising Guidelines & Processes**

Campuses are not limited to the number of free dress days they can have during the school year. However, they are limited to two (2) free dress activities per semester in which the student is charged a fee in accordance with Regulation CFD.

For example, at Alderete Middle School, the notification for free dress days is through the PA system. If the campus is charging a \$1 for a free dress day the notification is also given over the PA system several days in advance until the day of the event. At Canutillo Elementary, a calendar of the free dress days is given to each student to take home at the beginning of the school year. At Davenport Elementary, the campus will send out free dress flyers in advance and will notify students of the event over the PA system during announcements. Also at Childress Elementary, parents are notified of the \$1 fee for free dress days through a memo that is sent out with students several days in advance.

In conclusion, while notifying parents directly is limited there are additional approaches that will be explored as a District:

- Create a link to the ARM in the parent section of the district website for their reference;
- Include a link of the Campus Activity Plan of each campus in the parent section of the district website for their reference;
- Include free dress dates on the campus calendar (clearly identify those that will include a fee and the amount);
- Additional parent notifications during open house or parent/teacher conference (if feasible).

If there are additional questions or concerns feel free to contact me at your discretion. Thank you.

Canutillo Independent School District  
Campus Activity Report Summary Districtwide

<b>Campus</b>	<b>Campus Activities</b>	<b>Amount Raised</b>
001 - Canutillo High School	62	51,394
Career and Technological	27	7,706
003 - Northwest Early College High School	52	5,731
<b>HIGH SCHOOLS AND CTE</b>	<b>141</b>	<b>64,831</b>
041 - Canutillo Middle School	26	11,182
042 - Alderete Middle School	21	12,423
<b>MIDDLE SCHOOLS</b>	<b>47</b>	<b>23,605</b>
101 - Canutillo Elementary School	8	4,524
102 - Davenport Elementary School	14	5,537
103 - Damian Elementary School	10	7,480
104 - Childress Elementary School	24	4,509
105 - Garcia Elementary School	12	9,039
<b>ELEMENTARY SCHOOLS</b>	<b>68</b>	<b>31,089</b>
<b>Total District Activity</b>	<b>256</b>	<b>119,525</b>

Canutillo Independent School District  
Campus Activity Report Summary for High School and CTE

<b>CANUTILLO HIGH SCHOOL</b>					
Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
CHS New Dimension Club	0	-	-	-	-
CHS Art Club	1	-	-	-	-
CHS Wellness Account	2	-	-	-	-
CHS ESL Account	3	-	-	-	-
CHS Math Club	4	3	1,177	-	-
CHS Flag Girls	5	2	262	-	-
CHS B-Team Cheerleaders	6	-	-	-	-
CHS Crime Stoppers Rewards	7	-	-	-	-
CHS Crime Stoppers Account	8	-	-	-	-
CHS Boys Soccer Account	9	3	1,655	1	-
CHS Letter Jackets	10	-	-	-	-
CHS Science	12	-	-	-	-
CHS BIC Pep Club	14	-	-	-	-
Alderete Scholarship Fund	15	-	-	-	-
CHS Girls Varsity Track	16	3	3,239	-	-
CHS Cross Country Track	17	-	-	-	-
CHS Boys Track Account	18	1	-	-	-
CHS Pepsi Scholarship	19	-	-	-	-
CHS Science/TEA Grant	20	-	-	-	-
CHS Misc Building Use Ex	21	-	-	-	-
CHS AVID Account	22	-	-	-	-
CHS Drinking Water	23	-	-	-	-
CHS Mother/Daughter	24	-	-	-	-
CHS Courtsey Account	26	-	-	-	-
CHS Support Group	28	-	-	-	-
CHS Tennis Account	29	1	1,410	-	-
CHS Senior Class Prior Years	30	-	-	-	-
CHS Life Savers Account	31	-	-	-	-
CHS Modern Dance Account	32	2	-	1	-
CHS V Cheerleaders Uniform Dep	33	-	-	-	-
CHS B-Cheerleaders Uniform Dep	34	-	-	-	-
CHS Foundation of Fitness	35	-	-	-	-
CHS Chess Club Account	36	-	-	-	-
CHS Senior Class 2013/2014	37	2	-	-	-
CHS Choir Account	40	2	5,780	-	1
CHS Drama Account	41	6	1,285	-	-
CHS Journalism/Newspaper	42	-	-	-	-
CHS Girls Basketball Account	44	-	-	-	-
CHS National Honor Society	45	-	-	-	-
CHS Navy ROTC Account	46	-	-	-	-
CHS Football Account	48	1	8,390	-	-
CHS Junior Class 2013/2014	49	2	4,734	1	-
CHS Sophomore Class 2013/2014	50	1	-	1	-
CHS Student Council	51	1	3,852	1	-
CHS Yearbook Account	53	1	-	-	-
CHS Project Celebration	54	-	-	-	-
CHS Student Govt Scholarship	56	-	-	-	-
CHS Spanish Club Account	57	-	-	-	-
CHS Navy Miscellaneous	58	6	2,643	2	-
Not Defined	59	-	-	-	-
CHS French Club	60	-	-	-	-
Not Defined	61	-	-	-	-
CHS Office Account	62	3	457	1	2
CHS Trainers Account	63	2	1,816	-	1
CHS Science Equipment	64	-	-	-	-
CHS Freshmen Class 2013/2014	65	-	-	-	-
Not Defined	67	-	-	-	-
CHS Girls Soccer Account	69	1	2,144	-	-
CHS Band	70	1	-	1	1

Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
CHS Leadership Fund	71	-	-	-	-
CHS Library Account	72	-	-	-	-
CHS Life Skills Account	73	2	491	-	-
CHS Volleyball Account	74	8	6,091	1	-
CHS Cheerleaders Account	75	3	3,107	2	-
CHS Boys Basketball	76	2	-	1	-
CHS Ballet Folklorico	77	-	-	-	-
CHS Athletic Scholarship	78	-	-	-	-
CHS Christian Fellowship	79	-	-	-	-
CHS Teacher of the Year	80	-	-	-	-
Angelica Sanchez Fund	81	-	-	-	-
Manny Bustos Fund Raiser	82	-	-	-	-
CHS Athletic Golf F/R	83	-	-	-	-
CHS Bus Trip Regionals	88	-	-	-	-
CHS Desktop Publisher	89	-	-	-	-
CHS 2-4A UIL Academics	90	-	-	-	-
CHS Key Club	92	-	-	-	-
CHS Baseball Account	93	3	2,860	1	-
CHS International Friendship	97	-	-	-	-
<b>001 -Canutillo High Summary</b>		<b>62</b>	<b>51,393.99</b>	<b>14.00</b>	<b>5.00</b>

### CAREER AND TECHNOLOGICAL EDUCATION

Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
Star Advisory Fund	0	-	-	-	-
CHS FBLA/Romo	4	7	2,086	-	-
CHS FFA/Bean	10	-	-	-	-
CHS Skills USA/Arrellano	11	-	-	-	-
CHS Skills USA/Sommers	12	3	813	-	-
CHS Eagles Cafe/Simpson	13	1	(189)	-	1
CHS Health Science Technology	14	-	-	-	-
CHS College/Career Readiness	15	-	-	-	-
CHS DECA	16	4	1,723	1	1
CHS FCCLA/Scott	38	4	2,306	1	1
CHS TAFE/Scott	39	-	-	-	-
CHS Career Preparation	40	-	-	-	-
CHS Robotics/Kern	43	-	-	-	-
CHS BPA/Sherman	47	-	-	-	-
CHS BPA/Barno	52	2	305	-	-
CHS FFA/GIL	55	2	-	-	-
Student Groups High Schools	59	-	-	-	-
CHS HOSA/VINIKOFF	61	-	-	-	-
CHS National Technology Honor Society	66	-	-	-	-
CHS Culinary Arts/Simpson	68	1	186	1	-
CHS Floral Fee Account	97	-	-	-	-
CHS FFA/Muncrief	98	3	477	2	1
CHS TSA/Kerns	99	-	-	-	-
<b>Career and Technological</b>		<b>27</b>	<b>7,706.00</b>	<b>5.00</b>	<b>4.00</b>

### NORTHWEST EARLY COLLEGE HIGH SCHOOL

Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
NECHS Activity Fund	1	-	-	-	-
NECHS Student Council	2	-	-	-	-
NECHS Robotics Account	3	-	-	-	-
NECHS Spanish Club	4	3	337	-	-
NECHS Class of 2012	5	1	-	-	-
NECHS Class of 2013	6	-	-	-	-
NECHS Yearbook Account	7	2	-	-	-
NECHS Book Club	8	-	-	-	-
NECHS BPA Club	9	5	2,853	-	-
NECHS Chess Club	10	-	-	-	-
NECHS Vocal Ensemble	11	-	-	-	-

Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
NECHS Vocal Ensemble	12	-	-	-	-
NECHS No Place for Hate	13	-	-	-	-
NECHS P.E. Activity Account	14	1	-	-	-
NECHS Wellness Activity	15	-	-	-	-
NECHS Letter Jackets	16	-	-	-	-
Northwest Early College HS Student Incentives	17	11	665	2	1
NECHS National Honor Society	18	3	35	-	-
NECHS Hunger Games Club	19	3	258	-	-
NECHS National Technology Honor Society	20	4	58	1	-
NECHS Science National Honor Society	21	-	-	-	-
NECHS Recycling Club	22	-	-	-	-
NECHS Science Bowl	23	1	-	-	-
NECHS Class of 2014	24	10	801	-	-
NECHS Class of 2015	25	3	286	1	-
NECHS Class of 2016	26	4	264	2	-
NECHS Senior Trip	28	-	-	-	-
NECHS Fantasy Club	29	-	-	-	-
NECHS Senior Trip	30	1	174	-	-
<b>003 - Early College High Summary</b>		<b>52</b>	<b>5,731</b>	<b>6</b>	<b>1</b>

**CISD - High School and CTE Grand Total**

**141**

**64,831**

**25**

**10**

Canutillo Independent School District  
Campus Activity Report Summary for Middle Schools

<b>CANUTILLO MIDDLE SCHOOL</b>					
Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
CMS Boys Basketball	1	0	-	-	-
CMS Volleyball	2	0	-	-	-
CMS Choir	3	1	-	-	-
CMS Wellness Account	4	0	-	-	-
CMS Football	5	0	-	-	-
CMS Girls Basketball	6	0	-	-	-
CMS Dog House Project	7	0	-	-	-
CMS AR Rewards Club	8	0	-	-	-
CMS Dance Troop Account	9	0	-	-	-
CMS Track Account	10	0	-	-	-
CMS Drama Club	11	0	-	-	-
CMS English Department	12	2	1,443	-	-
CMS ESL 3 Team	13	0	-	-	-
CMS Math Activity Fund	14	1	1,480	1	-
CMS Activity Fund	15	9	1,648	1	-
CMS Library Account	16	2	712	-	1
CMS 8TH Grade Cheerleaders	17	1	1,121	-	-
CMS JR National Honor Society	18	0	-	-	-
CMS Music Account	19	1	2,860	1	-
CMS Science Account	20	0	-	-	-
CMS Student Council	21	0	-	-	-
CMS Yearbook Account	22	2	-	-	-
CMS Father/Son Account	23	0	-	-	-
CMS PRE-AP History	24	0	-	-	-
CMS Art Account	25	1	38	1	-
CMS Project Harmony	26	1	-	1	-
CMS Boston/New York Trip	27	0	-	-	-
CMS Clusters ESL Account	28	0	-	-	-
CMS Ambassadors Change	29	0	-	-	-
CMS Washington Trip	30	0	-	-	-
CMS Soccer	31	0	-	-	-
CMS Teen Leaders Club	32	0	-	-	-
CMS Alamo Field Trip	33	0	-	-	-
CMS Athletics	34	1	1,035	-	-
CMS AVID Account	35	0	-	-	-
CMS Tinker Guild	36	0	-	-	-
CMS Studios Activity Account	37	0	-	-	-
CMS Film Festival	38	0	-	-	-
CMS Green House Club	39	0	-	-	-
CMS Spirit Club	40	0	-	-	-
CMS Teen Wellness Fashion	41	0	-	-	-
CMS Eagle Pride Account	42	0	-	-	-
CMS Hospitality Account	43	0	-	-	-
CMS Parental Involvement	44	0	-	-	-
CMS 8TH Grade Prom	45	0	-	-	-
CMS Geek Squad	46	0	-	-	-
CMS Honor Band Trip	47	4	844	-	-
CMS Mother/Daughter Alumni	96	0	-	-	-
<b>041 - Canutillo Middle Summary</b>		<b>26</b>	<b>11,182</b>	<b>5</b>	<b>1</b>

Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
<b>ALDERETE MIDDLE SCHOOL</b>					
Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
AMS Library Account	1	0	-	-	-
AMS Activity Fund	2	4	6,562	-	1
AMS Yearbook Account	3	1	-	-	-
AMS Wellness Account	4	0	-	-	-
AMS 8TH Grade Girls Basketball	5	0	-	-	-
AMS Cheerleaders/Uniform Account	6	1	-	-	-
AMS 6TH Grade Account	7	1	-	-	-
AMS A/P 7TH Grade English	8	0	-	-	-
AMS Mother/Daughter Account	9	0	-	-	-
AMS Father/Son Account	10	0	-	-	-
AMS Band Account	11	0	-	-	-
AMS Science Account	12	0	-	-	-
AMS Future Problem Solvers	13	0	-	-	-
AMS Football Account	14	1	427	-	-
AMS AVID Account	15	0	-	-	-
AMS ESL Account	16	0	-	-	-
AMS 8TH Grade Prom	17	0	-	-	-
AMS Service Learn Account	18	0	-	-	-
AMS Sports Medicine Account	19	0	-	-	-
AMS Theater Arts Account	20	0	-	-	-
AMS Student Council Account	21	1	-	-	-
AMS Cheerleaders Account	22	0	-	-	-
AMS Washington Trip	23	0	-	-	-
AMS AVID Account	24	0	-	-	-
AMS Library Club	25	0	-	-	-
AMS JR National Honor Society	26	4	2,939	1	-
AMS Journalism/Newspaper Account	27	0	-	-	-
AMS Spanish Club	28	0	-	-	-
AMS Basketball Account	29	0	-	-	-
AMS Washington Trip	30	0	-	-	-
AMS Scoreboard Account	31	0	-	-	-
AMS PAC Account	32	0	-	-	-
AMS Art Club Account	33	0	-	-	-
AMS English AR Rewards	34	4	210	-	1
AMS Cross Country	35	1	-	-	-
AMS Dance Club	36	1	2,077	-	1
AMS Birds of a Feather	37	1	-	-	-
AMS Robotic Club	43	1	209	-	-
<b>042 - Alderete Middle Summary</b>		<b>21</b>	<b>12,423</b>	<b>1</b>	<b>3</b>

**CISD - Middle School Grand Total**

**47**

**23,605**

**6**

**4**

Canutillo Independent School District  
Campus Activity Report Summary for Elementary Schools

<b>CANUTILLO ELEMENTARY SCHOOL</b>					
Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
CES Activity Account	1	2	671	-	-
CES Library Activity Fund	2	2	2,008	-	-
CES PE Activity	3	1	1,620	-	-
CES Habitat Project	4	0	-	-	-
CES PBSI	5	1	225	-	-
CES Wellness Activity	6	0	-	-	-
CES Hottest News	7	0	-	-	-
CES First Grade	8	0	-	-	-
CES PAC Activity Fund	9	0	-	-	-
CES Project	10	0	-	-	-
CES Second Grade	11	0	-	-	-
CES Third Grade	12	0	-	-	-
CES Fourth Grade	13	0	-	-	-
CES Fifth Gade	14	0	-	-	-
CES Counselor Account	15	0	-	-	-
CES Education Go Get It	16	0	-	-	-
CES Student Council	17	0	-	-	-
CES Special Edcation	18	0	-	-	-
CES Social Committee	19	0	-	-	-
CES Mother/Daughter Father/Son	28	1	-	-	-
CES Liaison Donation	45	0	-	-	-
CES GT/AA	46	1	-	-	1
CES Music Account	67	0	-	-	-
CES Kinder Account	94	0	-	-	-
<b>101 - Canutillo Elementary Summary</b>		<b>8</b>	<b>4,524</b>	<b>-</b>	<b>1</b>

<b>DAVENPORT ELEMENTARY SCHOOL</b>					
Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
DDE Uniform Account	1	2	422	-	-
DDE Faculty and Staff Jean Days	2	1	-	-	-
DDE Career Awareness	3	-	-	-	-
DDE Mother/Daughter Account	4	1	-	1	-
DDE Teacher/Student Incentive	5	4	1,738	-	-
DDE Activity Fund	6	3	2,308	-	-
DDE Library Fund	7	2	1,069	-	-
DDE Music Account	8	-	-	-	-
DDE Dare Program	9	-	-	-	-
DDE Yearbook Account	10	1	-	-	-
DDE School Agendas	11	-	-	-	-
DDE Collaborative Science	12	-	-	-	-
DDE Social Committee	13	-	-	-	-
DDE Wellness Account	14	-	-	-	-
DDE Big Brother/Big Sister	17	-	-	-	-
DDE Parent Liaison	18	-	-	-	-
<b>102 - Davenport Elementary Summary</b>		<b>14</b>	<b>5,537</b>	<b>1</b>	<b>-</b>

Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
<b>DAMIAN ELEMENTARY SCHOOL</b>					
Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
JDE Yearbook Account	2	-	-	-	-
JDE Science Activity Fund	3	-	-	-	-
JDE PE Activity	4	-	-	-	-
JDE PreK/Kinder	5	-	-	-	-
JDE 2nd Grade	6	-	-	-	-
JDE 4th Grade	7	1	-	1	-
JDE 5th Grade	8	-	-	-	-
JDE Folklorico	9	-	-	-	-
JDE Music Account	10	1	2,350	-	-
JDE Activity Fund	11	1	-	-	-
JDE Library Account	12	-	-	-	-
JDE Student Council	13	1	-	-	-
JDE Wellness Account	14	-	-	-	-
JDE Mother/Daughter Father/Son	15	1	305	-	-
JDE Hospitality Account	16	5	4,825	-	-
<b>103 - Damian Elementary Summary</b>		<b>10</b>	<b>7,480</b>	<b>1</b>	<b>-</b>

<b>CHILDRESS ELEMENTARY SCHOOL</b>					
Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
BCE Wellness Account	1	-	-	-	-
BCE Positive Behavior	2	7	570	-	1
BCE Music Account	3	-	-	-	-
BCE Library Account	4	2	2,848	-	-
BCE Activity Fund	5	2	-	-	-
BCE Student Council	6	5	503	-	1
BCE Yearbook	7	1	-	-	-
BCE Father/Son Account	8	1	-	1	-
BCE School Landscaping	9	-	-	-	-
BCE ISC Activity Fund	10	-	-	-	-
BCE CATCH Program	11	6	588	-	1
<b>104 - Childress Elementary Summary</b>		<b>24</b>	<b>4,509</b>	<b>1</b>	<b>3</b>

<b>GARCIA ELEMENTARY SCHOOL</b>					
Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
GES Activity Fund	0	5	5,778	-	-
GES Wellness Account	1	-	-	-	-
GES Yearbook Account	2	2	-	-	-
GES Student Council	3	3	337	-	-
GES Rose Garden Account	4	-	-	-	-
GES Music Account	5	-	-	-	-
GES First Grade Account	6	-	-	-	-
GES Washington Trip	7	-	-	-	-
GES Library Account	8	2	2,924	-	-
GES Athletic Account	9	-	-	-	-
GES Playground Equipment	10	-	-	-	-
GES Social Committee	11	-	-	-	-
GES First Grade Department	12	-	-	-	-
GES Parental Involvement	13	-	-	-	-
GES Kindergarten Account	14	-	-	-	-
GES Second Grade Account	15	-	-	-	-
GES Third grade Account	16	-	-	-	-
GES Fourth Grade Account	17	-	-	-	-
GES Fifth Grade Account	18	-	-	-	-
GES CEI/504	19	-	-	-	-

Club Name	Club	CAMPUS ACTIVITIES	AMOUNT RAISED	Activities Past Due	Less Than 45%
GES SPED/GT Account	20	-	-	-	-
GES Mother Daughter Father/Son	21	-	-	-	-
105 - Garcia Elementary		12	9,039	-	-

**CISD - Elementary School Grand Total**

**68**

**31,089**

**3**

**4**



# Canutillo Independent School District

Street Address: 7965 Artcraft Rd.  
El Paso, TX 79932

Mailing Address: P.O. Box 100  
Canutillo, TX 79835

TO: Board of Trustees

FROM: Hector Rodriguez, CPA, CISA  
Executive Director Internal Audit

DATE: March 6, 2014

SUBJECT: Status of TEA Special Accreditation Investigation and CHS Newcomer Admission Process  
Audit CAP

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The Texas Education Agency (TEA) informed the District through email on February 28, 2014 that the TEA Special Accreditation Investigation Corrective Action Plan (CAP) is considered fully implemented and no additional information is required. Continuous monitoring of the current processes and programs is an expectation of the agency. For the internal CAP being monitored one item remains to be fully implemented which relates to the posting of the Cumulative Folder Procedures. IA is currently following up with administration to accomplish this final task. Below are the major milestones of the TEA verification process.

#### TEA Verification Process

The Texas Education Agency (TEA) performed an audit to verify the implementation of the TEA Special Accreditation Investigation and CHS Newcomer Admission Process Audit CAP. The audit was performed October 14<sup>th</sup> through October 16<sup>th</sup> 2013. The TEA verified full implementation of the following areas:

- Grade level reclassification
- Cohort placement
- Graduation plans
- Attendance appeals
- Out-of-country credits
- The Learning Center
- State Assessment Testing

At the time of the visit two areas remained in-progress:

- Personal Graduation Plans
- Exiting of Limited English Proficient (LEP) students with disabilities from the LEP program training

On January 23, 2013, a meeting was held with TEA and the District was advised that documentation submitted was sufficient to evidence that training had occurred for the exiting of LEP students with disabilities.

On February 28, 2014, the Texas Education Agency informed the District that the documentation submitted satisfied the Personal Graduation Plan requirements and that the CAP is now considered closed.

Feel free to contact me if you have any questions.

Sincerely,

Hector Rodriguez  
Audit Executive Director

## Instructions for Completing the CAP

The purpose of the District-wide Corrective Action Plan (CAP) template is to ensure consistency and standardization across the District when responding to conditions or findings identified in Internal Audit reports. The CAP also meets the directives from the Superintendent specific to reporting and monitoring the corrective action progress.

### **Call Internal Audit if you have questions:**

1. Check the Audit Report for the due date to Internal Audit (IA); typically, ten (10) working days after the draft report is issued (electronic version).  
**Important Note:** Allow enough time prior to the due date for IA consultation and Cabinet level administrator review and approval (signature and date) before submitting to IA, (the signed version of the CAP may be provided in hard copy).
2. Internal Audit will pre-load the CAP activities from report recommendations, and request a meeting to review both. The activities may be modified, as deemed necessary, based on the data owner's knowledge and expertise.
3. Items/Pages not used should be deleted; areas noted in red are to be modified by the data owner and the red notes should be deleted.
4. Under the appropriate labeled columns starting on CORRECTIVE ACTION ACTIVITIES page, the CAP must outline
  - (i) the activities,
  - (ii) the condition the activity addresses from the report,
  - (iii) projected completion dates,
  - (iv) identify responsible parties,
  - (v) list specific documents/evidence that will prove the activity occurred, and
  - (vi) document the status of each activity as it is completed.
5. Submit to your Cabinet Level Administrator for review and approval (signature and date), after you have completed the CAP.
6. Internal Audit will approve the CAP if the activities are sufficient to address the conditions/findings in the report.
7. Internal Audit will submit the CAP to the Superintendent for final approval, and IA will provide a copy of the approved CAP to data owner(s).
8. Note the CAP is an auditable document (from external agencies also).
9. Major changes to activities, timelines, etc., after the CAP has been approved, must follow the same approval process as the original CAP.
10. Minor changes may be noted in the Status column with a brief explanation.

**Internal Audit is available to provide one on one support in the development of the CAP and thereafter.**

**CORRECTIVE ACTION PLAN  
FOR THE TEA SPECIAL ACCREDITATION INVESTIGATION AUDIT  
AND THE CHS NEWCOMER ADMISSION PROCESS AUDIT**

Approved by	Name	Signature	Date
<u>Internal Auditor</u>	<u>Hector Rodriguez</u>	_____	_____
<u>Interim-Superintendent</u>	<u>Annette Brigham</u>	_____	_____
<u>Board President</u>	<u>Armando Rodriguez</u>	_____	_____

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***Resource Persons:***

1. Annette Brigham, Interim-Superintendent
2. Cary Flores, Learning Center Lead Teacher
3. Cathy Bonner, Testing Coordinator
4. Christine Althoff, Consultant, Retired Administrator
5. Emil Herrera, Staff Auditor
6. Graciela Macias, Data Entry Clerk
7. Hector Rodriguez, Internal Auditor
8. Jan Massie, Assistant Principal
9. Michael Dillard, Consultant, Retired Administrator
10. Monica Prieto, Counselor
11. Michelle Escobedo, Counselor
12. Gabriela Marquez, Counselor
13. Christine Miller, Counselor
14. Rebecca Quintana, CHS Registrar
15. Robert Taylor, Consultant, Retired Administrator
16. Wes Temple, Region XIX Consultant
17. Region XX Consultant
18. Alfonso Rendon, Assistant Principal
19. Reyna Salcedo, Assistant Principal

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**Abbreviations/Acronyms Used in This Report:**

- AAR - Academic Achievement Records
- ALS - Academic Language Services
- C & I - Curriculum and Instruction
- CAP - Corrective Action Plan
- CHS - Canutillo High School
- CUM - Cumulative Folder
- DAC - District Advisory Committee
- EL - English Learner
- ESL- English as a Second Language
- IA - Internal Audit
- LPAC - Language Proficiency Assessment Committee
- PGP - Personal Graduation Plan
- SPED- Special Education
- SRD - School Resources Division
- TEA - Texas Education Agency
- TEAMS - Total Education Administrative Management Solution
- TLC - The Learning Center

## Goals of This Corrective Action Plan

1. Comply with state laws, policies, and procedures.
2. Implement the elements of the Corrective Action Plan:
  - Develop or update existing procedures for:
    - Grade Level Reclassification
    - Cohort Placement
    - Graduation Plans
    - Personal Graduation Plans
    - Attendance Appeals
    - SPED/LEP – LEP Exit
    - Out-Of-Country Credits
    - The Learning Center
    - State Assessment Testing
  - Develop and implement technology enhancements to satisfy reporting and monitoring needs.
  - Provide training for the newly developed or updated procedures.
  - Monitor the implementation of the new or updated procedures.
3. Receive favorable reports from future audits.
4. Avoid the risk of negative publicity.

**CORRECTIVE ACTION PLAN ACTIVITIES**

\*Please note: CHS ADMIN means Principal and Assistant Principals.

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
1. Data owner shares and reviews final approved CAP with all affected department personnel to help ensure all elements of CAP will be implemented.	Mandatory requirement per Superintendent	Five working days after approval of CAP	Interim Supt. Internal Auditor Cabinet	Meeting notification, sign-in sheet, memo or email	3/26/13 -The CAP has been provided to the consultants. The consultants are working with affected personnel to accomplish the CAP activities.  4/19/13 - The CAP was provided to the leadership team.  5/1/13 – The CAP was provided during the DAC meeting.  7/19/13 – The CAP was provided to the new CHS Principal.  <b>VERIFIED</b>

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<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
2. Data owner submits written CAP status reports to IA to ensure data owner is in compliance with CAP activities	Mandatory requirement per Superintendent	4/2013 monthly	Interim Supt., Internal Auditor, Cabinet	Data owner's CAP status report	IA is attending meetings with the consultants and the Interim-Superintendent to obtain CAP status updates. In turn IA is updating the status in the CAP. The meetings have been held on: 3/12/13, 3/13/13, 3/26/13, 4/2/13 4/9/13, 4/18/13 4/25/13, 5/7/13 5/14/13, 6/18/13 7/2/13, 7/19/13 8/7/13, 8/16/13 8/28/13, 9/5/13 9/24/13, 10/1/13 10/2/13, 10/10/13, 12/9/13, 1/23/1/14  <b>VERIFIED</b>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
3. IA spot checks data owner CAP implementation and documentation collection to ensure implementation is occurring for stated activities.	Mandatory requirement per Superintendent	6/2013 7/2013 8/2013 1/2014 6/2014	Internal Auditor, Hector Rodriguez	Memo or email (where applicable)	IA is obtaining evidence to support the completion of the CAP activities as the activities are being completed. After IA has verified that the activity has been accomplished, IA will insert the word <b>VERIFIED</b> in the status column.
<b>Procedures</b>					
4. Grade Level Reclassification procedures will be adopted.	3, 26, TEA	<del>5/2013</del> 6/2013  4/9 – The completion date was revised due to competing priorities (Supt. Process)	CHS Associate Supt. C & I Counselors	Grade Level Reclassification Procedures	6/6/13 – Draft Grade Level Reclassification procedures are near completion.  7/2/13 – A meeting was held to review the procedures and revisions were suggested.

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
					<p>7/8/13 - The procedures were presented to Cabinet 7/8/13. The next step is to revise the procedures as recommended and to post to the website.</p> <p>A grade level reclassification policy was also created which will be presented to the Policy Committee.</p> <p>8/7/13 – Due to lack of time the Grade Level Reclassification policy will be changed to a regulation.</p> <p>8/12/13 - The regulation was approved by Cabinet and has been uploaded to</p>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
					the website.  <b>VERIFIED</b>
5. Cohort Placement procedures will be adopted.	6	9/2013	CHS SRD	Cohort Placement Procedures	5/13/13 – The cohort procedures were incorporated into EIF Regulation.  <b>VERIFIED</b>
6. Graduation Plan(Minimum/Recommended/Distinguished) procedures will be adopted.	6, TEA	6/2013	CHS Admin., Counselors, Dr. Althoff	Graduation Plan Procedures	3/25/13, 3/26/13, 4/2/13 - Initial meetings were held with counselors, AP, and counseling center clerk.  5/7/13 – All CHS students have a 4-year graduation plan in the Naviance system.  6/6/13 – Draft Graduation Plan procedures are near completion.  7/2/13 – A meeting was held

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
					<p>to review the procedures and revisions were suggested. The procedures will be presented to Cabinet 7/8/13.</p> <p>8/12/13 – The regulation was approved by Cabinet and has been posted to the website.</p> <p><b>VERIFIED</b></p>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
7. Personal Graduation Plan procedures will be adopted.	6, TEA	5/2013	CHS Admin., Counselors, At-Risk	Personal Graduation Procedures	3/26/13, 4/2/13 – Reviewed the documentation related to PGPs. Checked status of PGPs. Began discussions about developing PGP procedures. 4/25/13 – Received the 3 <sup>rd</sup> Draft of EIF Regulation which describes the PGP process. 5/7/13 – EIF Regulation has been reviewed by IA and administration. 5/13/13 – EIF Regulation was approved by Cabinet. 7/12/13 – EIF Regulation has been uploaded to the website. <b>VERIFIED</b>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
8. Attendance Appeal procedures will be adopted.	TEA	4/2013	Assoc. Supt., CHS Principal, C & I Director	Attendance Appeal Procedures  Student Rosters  ARC Schedule	3/25/13 - Attendance for Credit FEC Regulation has been approved by cabinet and is now in effect. The forms have been finalized. The regulation and forms have been presented to the stakeholders and to the Board.  4/18/13 – An attendance appeal packet was submitted to IA containing: 1) Loss of credit report, 2) Student roster by grade level, 3) Scheduled appointments, 4) Committee members.  6/6/13 – Attendance for Credit FEC

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
					Regulation and related exhibits are posted on the administration regulation website.  <b>VERIFIED</b>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
9. SPED/LEP Exit procedures will be adopted.	6, TEA	6/2013-6/2014	Assoc. Supt., Dr. Althoff, SPED Director, ALS Director	SPED/ALS – LEP Exit Procedures	9/25/13 – A meeting was held to plan the development of the procedures.  10/3/13 – The SPED/LEP Exit procedures were adapted from South San Antonio ISD. The procedures follow the steps provided in the TEA document titled “Process for Considering Special Exit Criteria from Bilingual/English as a Second Language (ESL) Services Under 19 TAC 89.1225(k) 2013-2014 School Year”  <b>VERIFIED</b>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
10. The Out-Of-Country Matrix will be updated to include a list of foreign courses not accepted or a list of core areas (such as English) where credit will not be accepted.	1	6/2013	ALS Director, CHS Personnel, C & I, Interim Supt.	Updated Out-Of-Country Credits Matrix	5/8/13 – ALS has started to update the matrix with courses not accepted for CISD credit.  6/18/13 – The Out-Of-Country Matrix was reviewed and changes were suggested.  7/3/13 - The Matrix has been updated and is ready for cabinet approval.  8/27/13 – The Matrix was approved by cabinet and posted on the District website.  <b>VERIFIED</b>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
11. Individual timelines will be set for each employee involved in the process of awarding foreign transfer credit to ensure credits are awarded within 20 days of the receipt of official transcripts.	2	8/2013	ALS Director, CHS Personnel	Out-Of-Country Procedures Manual	5/8/13 – IA met with ALS personnel to discuss the timelines needed.  5/15/13 – IA met with each employee involved in the process and obtained estimated timelines. The timelines were forwarded to ALS personnel to incorporate into the Foreign Transcript Audit Form.  6/18/13 – The Out-Of-Country timelines were reviewed.  7/3/13 – The timelines have been revised and are ready for cabinet approval.

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
					8/27/13 – The timelines were approved by cabinet as incorporated into FDA Exhibit B – Out of Country Transcript Audit Form, which is posted on the District website.  <b>VERIFIED</b>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
12. The Foreign Transcript Audit form will be updated to include signature and date fields for each person involved in the process.	14	8/2013	ALS Director, Counselors, EL Facilitator	Updated Foreign Transcript Audit Form	<p>5/8/13 – IA met with ALS personnel to discuss the updates for the Foreign Transcript Audit Form.</p> <p>6/18/13 – The Foreign Transcript Audit form was reviewed.</p> <p>7/3/13 – The form has been revised and is ready for cabinet approval.</p> <p>8/27/13 – FDA Exhibit B – Out of Country Transcript Audit Form was approved by cabinet which includes signature and date fields.</p> <p><b>VERIFIED</b></p>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
13. A procedures manual will be developed to document the out-of-country credits process in detail to include the evaluation of foreign credits, grade conversion, review and approval credit recommendations, roles and responsibilities, and timelines.	6, 7, 16, 18, TEA CAP	9/2013	ALS Director, EL Facilitator, Assistant Principal, Counselor, Interim Supt.	Out-Of-Country Credits Procedures Manual	5/8/13 – IA met with ALS personnel to discuss the corrective activity. Both parties agreed that the Out-Of-Country Credit Regulation and Foreign Transcript Audit form would be updated to address the areas listed in the corrective activity.  8/27/13 – FDA Regulation and exhibits were approved by Cabinet and were posted to the website.  <b>VERIFIED</b>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
14. The TLC procedures will be reviewed and updated if necessary.	TEA CAP	<del>6/2013</del> 7/2013	Asst. Principal TLC Coordinator,  C & I Director	Review notes and/or TLC Procedure Updates	4/8/13, 4/24/13 – Meetings were held with the TLC Coordinator to update the TLC Procedures.  5/8/13 – The TLC procedures have been scheduled to be discussed during the 5/13/13 cabinet meeting.  6/6/13 – The Draft TLC procedures are near completion.  7/3/13-The draft TLC procedures are ready for Cabinet approval.  7/15/2013 – The TLC Procedures were approved by Cabinet.  <b>VERIFIED</b>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
15. The Student Assessment Testing Procedures will be reviewed and updated if necessary.	TEA CAP	4/2013 5/2013 6/2013 7/2013	DTC, CTC Interim Supt. Mr. Dillard.	Review notes and/or Student Assessment Testing Procedure Updates	4/10/13 – IA met with the DTC and Mr. Dillard to discuss the testing procedures. The DTC provided the procedure outline and scope. IA provided to the DTC sample regulations to use as a starting point.  7/9/13 – The draft testing procedures are ready for cabinet approval.  7/22/13 – The Testing Administration Regulation was approved by Cabinet and has been posted on the website.  <b>VERIFIED</b>

<b>Activity</b> <i>(list the activity; each activity should be on a separate row)</i>	<b>Condition or Finding Number Being Addressed</b>	<b>Projected Completion Date(s)</b>	<b>Person(s) Responsible</b> <i>(title, name)</i>	<b>Documentation</b> <i>(must be evidence that activity occurred)</i>	<b>Status</b> <i>(status of corrective activity and completion dates )</i>
16. LPAC Procedure/REGS	Admin Request	9/2013	ALS Director, EL Facilitator, C & I, CHS Admin.		<p>5/8/13 – IA received the draft LPAC regulation. IA reviewed the regulation and provided suggested revisions.</p> <p>5/13/13 – The LPAC procedures were reviewed by Cabinet and were returned to ALS for additional revisions.</p> <p>12/4/13 – The LPAC procedures are being compiled to provide to IA.</p> <p>12/12/13 – The LPAC procedures were provided to IA.</p> <p><b>VERIFIED</b></p>

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17. SPED Procedures/LPAC/LEP Students	Admin Request	7/2013 8/2013	Region XIX Mr. Dillard CHS Admin. CHS Counselors SPED Director		7/3/13 – The procedures were reviewed.  <b>VERIFIED</b>

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18. Cumulative Folder Procedure	Admin Request	9/2013	SRD Interim Supt. Campus Principals Registrars		12/4/13 – Current policies and regulations are being reviewed and draft changes have been made.  1/30/13 – IA is awaiting the final approved procedures.  <b>3/4/14 – The Cumulative Folder Procedures have been reviewed by Cabinet and are ready to be posted.</b>

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<b>Technology Enhancements</b>					
19. The grade level reclassification process will be automated to ensure the grade level classification scale is applied consistently.	3	7/2013	CHS Admin. SRD Assoc. Supt.	Development and implementation of an automated grade level reclassification process	5/7/13 - IA met with the IT Systems Programmer to discuss this activity.  12/12/13 – The graduation exception report will be used to streamline the process when determining appropriate grade levels.  <b>VERIFIED</b>
20. A Grade Level Exception Report will be developed. The report will provide a list of students where the total number of credits does not match the assigned grade level.	3	7/2013	SRD Counselors	Grade Level Exception Report	5/7/13 - IA met with the IT Systems Programmer to discuss this activity.  7/3/13 – The report was reviewed and a

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					<p>discrepancy was found. The IT Systems Programmer is working on a fix.</p> <p>8/8/13 – The report will be modified based on the revised grade level reclassification criteria.</p> <p>11/5/13 – The implementation of the new grade level reclassification criteria has been postponed until 2014-2014 therefore the current report is adequate to meet the current needs.</p> <p><b>VERIFIED</b></p>

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21. A Graduation Exception Report will be developed. The report will provide a list of graduates that appear not to have enough credits for graduation.	5	7/2013	CHS Admin. E. Jimenez School Counselors	Graduation Exception Report	5/7/13 - IA met with the IT Systems Programmer to discuss this activity.  7/3/13 – Received sample reports. The next step is to test the reports for accuracy.  8/14/13 – It appears that the reports are functioning correctly.  <b>VERIFIED</b>
22. Newcomer students will be flagged in TEAMS.	12	7/2013	E. Jimenez Prologic	Newcomer list from TEAMS	5/7/13 – IA met with the IT Systems Programmer to discuss this activity. The term newcomer was defined and roles and responsibilities

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					<p>were discussed.</p> <p>6/6/13 – IA met with the affected parties and formalized the definition for newcomer students and discussed the technical aspects of the flag.</p> <p>7/3/13 – Flag and reports were reviewed.</p> <p>8/29/13 – Instructions on how to flag newcomers in TEAMS was sent to affected personnel.</p> <p><b>VERIFIED</b></p>

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23. ALS & SPED will work with School Resources to identify available system information or custom reports that will be used to evidence that EL students are being monitored every 6 weeks.	20	7/2013	ALS Director SRD Personnel SPED Director	EL 6 Weeks Monitoring Reports	5/8/13 – IA held a meeting with the EL Facilitator and Systems Programmer to discuss the business requirements for the report.  10/10/13 – IA assisted the EL Facilitator in merging the failure report with students classified as LEP, M1, and M2. IA provided instructions on how to perform the merge for future use. A meeting was then held between ALS and campus administration to discuss the process to monitor the student population.

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					<p>12/4/13 – A meeting was held where IT presented the failure report that could be run by program. IT has provided access to the ALS personnel.</p> <p>12/10/13 – Evidence has been provided that both SPED and ALS personnel have access to the TEAMS failure report by program.</p> <p><b>VERIFIED</b></p>
<b>Training</b>					
24. Grade Level Reclassification procedures training will occur.	3, 26, TEA	8/2013	Central Office Admin.	Sign-in sheets	9/11/13 – Training occurred.  <b>VERIFIED</b>

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25. Cohort Placement procedures training will occur.	6	8/2013	Central Office Admin.	Sign-in sheets	9/11/13 – Training occurred. <b>VERIFIED</b>
26. Graduation Plan(Minimum/ Recommended/Distinguished) training will occur.	6, TEA	8/2013	Central Office Admin.	Sign-in sheets	9/11/13 – Training occurred. <b>VERIFIED</b>
27. Personal Graduation Plan training will occur.	6, TEA	8/2013	Central Office Admin. RegionXIX	Sign-in sheets	9/11/13 – Training occurred. <b>VERIFIED</b>
28. Attendance Appeal training will occur.	TEA	8/2013	Central Office Admin.	Sign-in sheets	10/3/13 – Training occurred. <b>VERIFIED</b>
29. SPED/ALS – LEP Exit training will occur.	TEA	8/2013	Region XX Central Office Admin. Region XIX SPED Director	Sign-in sheets	10/3/13 – Training occurred. <b>VERIFIED</b>

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30. Out-Of-Country Credits Procedures Manual training will occur.	6	8/2013	CHS Admin. CHS Counselors ALS Director	Sign-in sheets	9/4/13 – Training has been scheduled for 9/6/13.  9/6/13 – Training occurred.  <b>VERIFIED</b>
31. Leadership seminars on team building, professionalism, ethics and raising expectations for all district and campus leadership will occur.	TEA CAP	07/13 09/31/13 1/31/2014	Assoc. Supt., Exec. Dir. HR, Region XX	Sign-in sheets	4/19/13 – The Ethics and Integrity presentation was provided during the District Leadership Meeting.  8/5/13 - The Ethics training was provided during the Leadership meeting.  <b>VERIFIED</b>
32. Grade Level Exception Report training will occur.	3	8/2013	Assoc. Supt. SRD	Sign-in sheets	12/11/13 – The training occurred.  <b>VERIFIED</b>

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33. Graduation Exception Report training will occur.	5	1/2014	Counselor SRD	Graduation Exception Report	12/11/13 – The training occurred. <b>VERIFIED</b>
34. EL 6 Weeks Monitoring Reports training will occur.	20	8/2013	ALS Director ALS Dept. SRD	EL 6 Weeks Monitoring Reports	12/10/13 – Confirmation has been provided that the training occurred. <b>VERIFIED</b>
35. Policy Training		9/2013	TASB- Erin Oehler		10/1/13 – Training is scheduled to occur in October.  10/24/13 – The training occurred. <b>VERIFIED</b>
<b>Monitoring and other action items</b>					
36. The 2013 spring student testing at CHS will be monitored.	TEA CAP	3/11/2013- <del>5/20/2013</del>  7/31/2013  Revised end date in order to monitor	Mr. Dillard Mr. Young District Testing Coordinator	Monitoring reports	3/28/13, 4/1/13, 4/2/13 – Rooms were checked to ensure testing compliance and requirements were met. The monitoring was

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		the summer testing			<p>documented on checklists. These steps were performed before and during testing.</p> <p>6/6/13 – In general, test administration was successful except for a transfer student that did not take the Math TAKS in May. This student will take the Math TAKS in July.</p> <p>7/25/13 – Testing administration monitoring reports were received and reviewed.</p> <p><b>VERIFIED</b></p>
37. The SPED/LEP students that exited the LEP status without proper documentation will be re-evaluated to ensure that the exit	TEA CAP	6/2013-6/2014	ALS Director SPED Director C & I Director	Evaluation reports	6/6/13 – IA reviewed the list of SPED/LEP students that exited

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<p>decision was appropriate.</p>					<p>the LEP status. For each student that is still enrolled at CISD test scores were obtained. With this information the District will be able to determine whether the students previously exited have now met the regular exit criteria. For those students that have not met the regular exit criteria, IA is recommending that an LPAC be conducted.</p> <p>12/10/13 – An analysis was provided by the consultants showing that exited students still enrolled at CHS are academically successful by</p>

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					passing all their courses.  <b>VERIFIED</b>
38. The Compliance Director and External Funding Coordinator job descriptions and federal compliance monitoring processes will be reviewed to determine whether sufficient oversight is in place to mitigate non-compliance risk with federal program regulations.	TEA CAP	<del>4/2013</del> 7/2013	Interim Supt. Exec. Dir. HR Exec. Dir. Finance	Evaluation reports	4/10/13 – IA met with the External Funding Coordinator to gain an understanding of the federal compliance monitoring roles and responsibilities.  4/24/13 – IA met with the Program Compliance Director to gain an understanding of the federal compliance monitoring roles and responsibilities.  5/2/13 – IA met with the personnel committee to present the IA

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					<p>analysis performed and offered recommendations for improvement.</p> <p>7/10/13 – IA has received and has reviewed the revised job descriptions which are pending signatures.</p> <p>8/8/13 – The Job Descriptions with signatures have been received.</p> <p><b>VERIFIED</b></p>
39. Additional monitoring will be applied for areas lacking federal compliance oversight.	TEA CAP	<del>4/2013</del> 6/2014  Expenditures will be monitored for the entire 2013-2014 school year	Interim Supt. Exec. Dir. HR Exec. Dir. Finance	Monitoring reports	5/2/13 – IA recommended that the Program Compliance Director and the Funding Compliance Clerk job descriptions be updated. IA also identified that additional

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					<p>monitoring is needed in the area of setting up initial budgets for selected funds and monitoring expenditure requirements. For the 2013-2014 school year IA will verify the reasonableness of initial budgets and continue to monitor expenditure requirements.</p> <p>12/13/13 – Documentation has been provided to support the monitoring of expenditure requirements.</p> <p><b>VERIFIED</b></p>

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40. Transfer credits will be awarded to the student missing foreign transfer credits as shown on the Recommended High School Program.	4	6/2013 1/2014 6/2014	ALS Director CHS Admin. CHS Personnel	Transcript	5/8/13 – IA provided to the EL Facilitator the documentation to support that the student in question was missing the recommended foreign transfer credit.  6/6/13 – IA has verified that the student in question has received the missing foreign transfer credits.  <b>VERIFIED</b>

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41. The interim-superintendent will provide a written notice to CHS administrators requiring that at least one administrator be present during any LPAC meeting.	9	3/13/2013	Interim Supt.	Memo to CHS administrators	The Interim Superintendent sent a memo to all principals requiring that at least one administrator be present at all LPAC meetings.  <b>VERIFIED</b>
42. Completed Foreign Transcript Audit Forms and updated transcripts will be provided to the EL Facilitator. These documents will be retained in a central location to evidence that foreign transfer credits have been awarded.	2, 8	<del>8/2013</del> 9/2013	CHS Admin. EL Facilitator ALS Dept.	Completed Foreign Transcript Binders	<b>CANCELLED</b>  The EL Facilitator is no longer part of the process. The completed foreign transcript audit forms will be filed within the student cumulative folders.

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43. The Out-Of-Country Credit Matrix will be applied to ensure foreign transfer credits are awarded consistently.	1	<del>8/2013</del> 9/2013	CHS Admin. EL Facilitator ALS Dept.	Foreign Transcript Audit Forms  Transcripts	10/11/13 – IA reviewed out-of-country credit documentation and in general credits are being awarded consistently and in accordance with the matrix.  <b>VERIFIED</b>
44. The EL Facilitator will monitor and report to the Principal and Internal Audit when foreign transfer credits are not awarded and or appropriate grade reclassifications do not occur within 20 days of the receipt of official foreign transcripts.	2	<del>8/2013</del> 9/2013 ongoing	CHS Admin.	Emails to Principal and Internal Auditor	<b>REVISED ACTIVITY</b>  The campus will forward all Foreign Transcript Audit Forms to Academic Languages Services for review

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45. Preventive controls or strategies will be put in place to ensure that parent representatives attend LPAC meetings.	9	8/2013 ongoing	CHS Admin.	List of controls or strategies  LPAC sign-in sheets with Parent Representative signatures	5/8/13 – ALS has included language in the draft LPAC regulation requiring 2 or 3 alternate parents to attend LPAC meetings.  11/6/13 – Strategies have been put in place to ensure that parent representatives attend LPAC meetings.  <b>VERIFIED</b>

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46. LPAC agendas will be created and retained in the LPAC binder for each LPAC meeting.	10	<del>8/2013</del> 9/2013 ongoing	ALS Director	LPAC agendas	5/8/13 – IA held a meeting with ALS personnel and requested that the LPAC regulation list the contents of the LPAC binders.  10/11/13 – The LPAC meeting forms were reviewed.  <b>VERIFIED</b>
47. LPAC minutes will be created and retained in the LPAC binder for each LPAC meeting.	10	<del>8/2013</del> 9/2013 ongoing	ALS Director	LPAC minutes	5/8/13 – IA held a meeting with ALS personnel and requested that the LPAC regulation list the contents of the LPAC binders.  11/6/13 - LPAC minutes have been created.  <b>VERIFIED</b>

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48. Escalation procedures will be implemented to report past due ESL Progress Report and Intervention forms.	15	8/2013	ALS Director Teachers EL Facilitator	Past due emails	5/8/13 – IA held a meeting with ALS personnel to discuss the escalation procedures.
49. LPACs will be scheduled and will occur within a four week period of each other.	21	8/2013 ongoing	ALS Director	LPAC schedule LPAC sign-in sheets	10/4/13 – An LPAC meeting schedule has been created for the 2013-2014 school year and has been agreed upon by the participating LPAC members.  <b>VERIFIED</b>
50. A LEP student CUM folder documentation checklist will be used to ensure all required documents are within the CUM folder.	22, 23	<del>7/2013</del> 8/2013 9/2013	Registrar Assist. Principal SRD	LEP student CUM folder documentation checklists	11/6/13 – A LEP student CUM folder documentation checklist has been created.  <b>VERIFIED</b>

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51. A summary lead sheet will be used to compile the information captured on the individual LEP student CUM folder document checklists.	22, 23	<del>7/2013</del> 8/2013  9/2013	ALS Director, Registrar	LEP documentation summary lead sheet	10/11/13 – A summary lead sheet was created for all grade levels.  <b>VERIFIED</b>
52. ALS will review the LPAC binders to ensure that they are complete and accurate.	24, 25	8/2013- 6/2014	ALS Director	Certification by ALS that the LPAC binders have been reviewed for completeness and accuracy	12/16/13 – ALS Director Performed a review of ALS binders and provided a summary report to IA.  <b>VERIFIED</b>
53. The three final TLC grades in question will be changed to 70%.	19	<del>6/2013</del>  8/2013	CHS Principal, Lead Teacher	Transcripts	8/27/13 – The changes have been approved and are pending entry into TEAMS.  10/14/13 – The changes have been entered into TEAMS.  <b>VERIFIED</b>

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54. TLC employees will assign appropriate grades based on whether the course was taken for credit recovery or initial credit.	19	<del>6/2013</del> 9/2013	CHS Principal, Lead Teacher	Transcripts	10/14/13 – Reviewed the TLC 2012-2013 credits spreadsheet and on a sample basis verified that the correct grades were being awarded.  <b>VERIFIED</b>
55. The Out-Of-Country Regulation, Matrix, Flowchart, and Foreign Transcripts Audit form will be reviewed and updated at the end of the 2013 school year to address any issues encountered throughout the year and will seek Cabinet approval.	1, TEA CAP	7/2013-8/2013	Central Office Admin. CHS Admin. CHS Counselors EL Facilitator	Updated Out-Of-Country Regulation, Flowchart, and Foreign Transcripts Audit form.	5/8/13 – IA met with ALS personnel to discuss needed updates for the regulation, matrix, flowchart, and foreign transcript audit form.  8/27/13 – The regulation and exhibits were reviewed, updated, approved, and posted on the districts website.  <b>VERIFIED</b>

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56. The Grade Level Exception Report will be generated, reviewed and any discrepancies will be researched and corrective action will be taken if necessary.	3	<del>7/2013-8/2013</del> 9/2013-10/2013	Central Office Admin. CHS Admin. CHS Counselors EL Facilitator	Grade Level Exception Reports	12/17/13 – The counselors confirmed access to the report and committed to future use.  <b>VERIFIED</b>
57. The Graduation Exception Report will be generated, reviewed and any discrepancies will be researched and corrective action will be taken if necessary.	5	<del>1/2014</del> 10/2013	Central Office Admin. CHS Admin. CHS Counselors EL Facilitator	Graduation Exception Reports	12/17/13 – The counselors confirmed access to the report and committed to future use.  <b>VERIFIED</b>



# Canutillo Independent School District

Street Address: 7965 Artcraft Rd.  
El Paso, TX 79932

Mailing Address: P.O. Box 100  
Canutillo, TX 79835

TO: Board of Trustees

FROM: Hector Rodriguez, CPA, CISA  
Executive Director Internal Audit

DATE: March 6, 2014

SUBJECT: Research of 2014 CHS Midyear Grade Level Reclassifications

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The Board of Trustees requested that research be performed to identify any students at Canutillo High School that were reclassified midyear during the 2013-2014 school year. The Board is seeking assurance that midyear reclassifications are being performed in accordance with EIE Regulation – Grade Level Classification and Reclassification. To accomplish this task, Internal Audit exported grade level reclassification information from TEAMS and analyzed data for time period December 2013 through February 2014. As a result of the analysis, Internal Audit did not find any midyear grade level reclassifications; therefore, no further testing was necessary. If you have any questions feel free to contact me.

Sincerely,

Hector Rodriguez  
Audit Executive Director

# Canutillo ISD - Internal Audit Compliance Calendar February 2014

Audit				Corrective Activities						
Project Name	FY	Start Date	End Date	Start Date *	End Date *	Total	Pending	In-Progress	Completed	Verified
Textbook Audit	11-12	May-11	Feb-12	Mar-12	Aug-12	4	1	2	0	1
CES Fundraiser Audit	12-13	May-13	Jul-13	Aug-13	Jun-14	6	0	1	0	5
Instructional Materials Audit	12-13	Feb-13	May-13	Oct-13	Jul-14	16	1	8	3	4
TEA and CHS Newcomer Process Audit	12-13	Jul-13	Mar-13	Jun-13	Jun-14	57	0	1	0	56
Maintenance Work Order and Inventory Audit	13-14	Sep-13	Dec-13	Dec-13	Aug-14	35	11	3	3	18
Purchasing Control Assessment	13-14	Jul-13	Jan-14	Mar-14	Nov-14	12	4	7	0	1
Totals						130	17	22	6	85

**Textbook Audit** - The in-progress activities are related to the implementation a password and user access management regulation. These regulations have been presented to cabinet for review and will shared with DAC to obtain further feedback. It is critical that these regulations be vetted prior to implementation as they affect all District users. The corrective activities are essential to ensure information confidentiality and integrity. Once the regulations are finalized, users must be informed of the new requirements to ensure compliance. The pending and in-progress activities are past the projected completion dates.

**CES Fundraiser Audit** - The majority of the activities have been completed. For the one in-progress activity remaining, IA received verbal confirmation that vault checks have been performed and that written reports will be issued soon. The purpose of the vault checks are to ensure that cash on hand is being received and properly accounted for. The remaining activity is due by July, 2014.

**Instructional Materials Audit** - Most of the activities are either in-progress or complete. The in-progress activities mostly relate to the development of procedures. The in-progress activities are past the projected completion dates.

**TEA and CHS Newcomer Process Audit** - All corrective activities have been completed except for one activity which is in-progress. The in-progress activity relates to the posting of the student cumulative folder procedures. The in-progress activity is past the projected completion date.

**Maintenance Work Order and Inventory Audit** - Approximately half of the activities have been verified. These activities were all submitted within the projected completion due date. The in-progress and completed activities were also submitted within the projected completion due date. Additional audit work is needed to monitor the in-progress activities and to validate the completed activities through physical inspections. The pending activities are due July and August 2014. The remaining activities will continue to be monitored.

**Purchasing Control Assessment** - More than half of the corrective activities are in-progress. The majority of the in-progress activities related to development or enhancement of current regulations. The proposed regulations have been reviewed by Internal Audit. The next step is for the procedures to be posted on the District's website. One of the major in-progress activities relates to the evaluation of segregation of duties. The evaluation will likely result in the segregation of conflicting duties or oversight controls where segregation is not feasible. The pending activities mostly relate to the development of procedures. One of the major pending activities relates to the development and implementation of a comprehensive purchasing plan. One of the in-progress activities are past the projected completion date.

\* The Start and End dates represent projected completion dates provided by the dataowners.



# Canutillo Independent School District

Street Address: 7965 Artcraft Rd.  
El Paso, TX 79932

Mailing Address: P.O. Box 100  
Canutillo, TX 79835

TO: Board of Trustees

FROM: Hector Rodriguez, CPA, CISA – Executive Director Internal Audit

DATE: February 5, 2014

SUBJECT: **Internal Audit Plan Update**

Project Name	Status	Projected Completion	Comment
Purchasing Control Environment Assessment	Complete	Complete	
Maintenance Work Order and Inventory Audit	Complete	Complete	
Unapproved Fundraiser Discovery Audit	Complete	Complete	
Bond Financial Audit	Fieldwork	June 2014	Interim reporting will be provided throughout the completion of this high priority audit.
Interview Process Audit	Planning	March 2014	
Improvement Plan Audit	Planning	June 2014	
Fixed Asset Management Audit *	Not Started		
System Access Life Cycle Audit *	Not Started		

\*These audits do not have budgeted hours assigned and will performed time permitting.

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# Canutillo Independent School District

7710 Cap Carter Rd.  
Canutillo, TX 79835

Mailing Address: PO Box 100  
Canutillo, Texas 79835

(915) 727-1555

[dpadilla@canutillo-isd.org](mailto:dpadilla@canutillo-isd.org)

## **Dominic Padilla**

*Executive Director*

*Facilities and Transportation*

**Date:** February 3, 2014  
**To:** Canutillo ISD Board of Trustees  
**From:** Dominic Padilla, Executive Director of Facilities and Transportation  
**Subject:** Marquee Funds for Administration Office Space

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require Board approval before a transaction may take place. This item is to consider the reallocation of funds within to marquee budget for its utilization toward construction of new offices at CISD Central Office.

The Board of Trustees has previously approved the allocation of \$200,000 from Fund Balance toward the purchase of 3 marquees for Alderete Middle School, Canutillo Middle School and Canutillo High School. As you know, funds have been approved by the Board for the purchase and installation of marquees at AMS and CMS and a balance of \$125,074.46 remains within that account.

Due to recent hiring of new personnel at CISD Central Office there is a current demand for additional office space.

### **ADMINISTRATIVE RECOMMENDATION**

It is Administrations' recommendation that a portion of funds from the marquee account be utilized for the construction of office space needed to meet the demand of our personnel at Central Office.

**Account:** 199.51.6639.00.999.99

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# Canutillo Independent School District

7965 Arcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: February 6, 2014

SUBJECT: Approval of Contract for Plan Review and Inspections at New AMS Gym

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the contract for plan review and inspections with Bureau Veritas for the gymnasium construction project at AMS. The total cost is not to exceed \$19,313.30. Please find attached quotations, backup information and funding source letter.

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the plan review and inspections with Bureau Veritas for the gymnasium construction project at AMS for a total cost of \$19,313.30 as presented.

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### Third Party Inspection Comparison Report

	ECM International	Bureau Veritas
Plan review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication with Architect to make corrections on plans if needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meet with Fire Marshall and incorporate any plan review comments if needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attend pre-construction meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct inspections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Re-Inspections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Structural Inspections	N/A	N/A
Monthly inspection log with failures and write ups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Non-conformance issue reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Re- inspection log	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Temporary Certificate of Occupancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coordinate with Fire Marshall to acquire certificate of occupancy	<input checked="" type="checkbox"/>	N/A
<b>Total Price</b>	<b>\$26,000.00</b>	<b>\$19,313.30</b>

2/6/2014



## Canutillo Independent School District

### Project Description

#### Name

Alderete Middle School  
New Gymnasium and Fine Arts Center

#### Location

801 Talbot Avenue  
Canutillo, Texas 79835

#### Approximate Square Footage

26,000

#### Construction Cost

\$3,341,134.80

### Bureau Veritas Scope of Services

#### Plan Review

Non-Structural Plan Review services shall be conducted as required by the City of El Paso's Building Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, and other provided code related documents, as approved by the City of El Paso.

#### Inspections

Inspection services shall be conducted as required by the City of El Paso's Building Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code. Special inspections as specified in chapter 17 and non-prescriptive structural inspections of the adopted International Building Code are not included and may be required as specified in the International Building Code. Any violations of the codes or concealment of any work prior to approval by BVNA will be reported to the authorized representative of the school district. The authorized representative of the school district is the final interpretive authority.

#### Fees

Plan Review	\$ 7614.48
Inspections	\$11,698.82
<b>Total</b>	<b>\$19,313.30</b>

Canutillo ISD  
Alderete Middle School  
February 4, 2014



February 3, 2014

Canutillo Independent School District  
7710 Cap Carter  
Canutillo, TX 79835

RE: **Fee Proposal for Plan Review and Inspections of the Alderete Middle School  
New Gymnasium and Fine Arts Center**

Attn: Mr. Dominic Padilla, LEED AP  
Executive Director of Facilities & Transportation

Dear Mr. Padilla:

We are pleased to submit our fee proposal to provide the Canutillo Independent School District with Plan Review and Third Party Building Inspection Services for the Alderete Middle School New Gymnasium and Fine Arts Center project.

Our estimate is based on the information provided in your January 29 email (attached) and the review of the Preliminary Drawings provided by architect. Our fee proposal may be adjusted if additional facilities are added to the project.

ECM's services will include:

1. Plan review of the Final Construction Drawings provided by the architect.

Any items not conforming to pertaining codes will be notified in a report, and will be clarified in communications with the design team. A follow up review will be done once comments are addressed by the design team. The initial report will be finalized and distributed two weeks after submission of the final construction documents. A courtesy visit will be made to the Fire Marshall and we will incorporate any comments he may have into our report.

2. Attend Pre-Construction Meeting with design team, Owner, CM at-risk, and subcontractors.

At this time, contact information will be provided and proper communication channels and reporting protocols will be established.

3. Third Party Building Inspections of construction.

CM at-risk will call ECM for building inspections and ECM inspectors will respond within 24 hours. A 4 hour window will be given for the inspector to be on the site. CM at-risk will maintain sign-up cards and permit drawings at the site, and ECM will maintain records of any write-ups and failures. Such records will be forwarded to CISD on a monthly basis. All non-conformance construction issues brought by CISD personnel will be reviewed by the relevant ECM inspector and a report will be issued.

If contractor requires inspections outside working hours of Monday-Friday from 7:00 am to 5:00 pm, then additional charges will be made. The cost of outside working hour inspections will be \$150 per inspection. ECM will maintain a log of such inspections so that CISD can charge CM at-risk.

When items have been red-tagged and ECM's inspectors need to perform re-inspections, additional charges will be made. Re-inspections will be charged at \$100. ECM will maintain a log of such re-inspections so that CISD can charge CM at-risk.

4. Certificate of Occupancy

At the conclusion of the project, ECM will issue Temporary and Final Certificate of Occupancies. These certificates will be coordinated with the Fire Marshall who will issue the Final Fire Inspections for each facility.

ECM fee proposal is based on a lump sum amount of \$26,000. Invoices will be issued monthly by the 5<sup>th</sup> of each month. Payment Terms are net 30 days.

ECM's inspector certifications are attached.

We look forward to participating in this important project. Please let me know if you have any questions or require additional information.

Sincerely,



Mel Herrera, PE, PMP, LEED AP  
President  
ECM International

C.c. File

***Resolution of the Board of Trustees  
Of the Canutillo Independent School District Regarding  
The Historic Don Juan de Onate Trail***

**WHEREAS**, the City of Canutillo has a rich heritage of traditional southwest agrarian lifestyles; and,

**WHEREAS**, in recent years Canutillo has developed into a suburban community offering a quiet, peaceful and safe atmosphere; and,

**WHEREAS**, a valuable part of the Canutillo community includes the historic significance of certain areas including that portion of the Don Juan de Onate Trail that proceeds through Canutillo; and,

**WHEREAS**, the Board of Trustees wishes to protect and preserve the suburban and historic character of Canutillo and to assure that future development within the boundaries of Canutillo ISD does not adversely impact the suburban character of the Canutillo community;

***NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CANUTILLO INDEPENDENT SCHOOL DISTRICT, CITY OF EL PASO, EL PASO COUNTY, TEXAS THAT:***

1. That the matters and facts stated in the preamble hereof are found and determined to be true and correct and are established as the policy of the Canutillo Independent School District with regard to development, land use regulation and the preservation of historic portions of the Don Juan de Onate Trail within the boundaries of Canutillo ISD.

2. That the Board of Trustees of the Canutillo Independent School District shall take a strong interest in and shall object to and seek to prevent development along the Don Juan de Onate Trail that will adversely impact the character and historic relevance of the Trail within the Canutillo community.

3. The Superintendent of Education is directed and authorized to keep the Board of Trustees informed regarding developments and proposed rezoning along the Don Juan de Onate Trail so that the Board of Trustees may take appropriate actions to protect the interest of the School District and attempt to avoid adverse affects from development, especially when the adverse affects involve threats to the character and historic relevance of the Trail within the Canutillo community.

4. The Superintendent is to develop a method to monitor proposed rezoning and site plan development in the vicinity of the Don Juan de Onate Trail and to inform the Board of Trustees of same sufficiently in advance so that the Board may take appropriate action regarding same.

**RESOLVED, PASSED, ADOPTED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2014.

---

Rachel Quintana  
President, Board of Trustees

ATTEST:

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Patsy Mendoza  
Secretary, Board of Trustees

---

Dr. Pedro Galaviz  
Superintendent

[SEAL]



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: February 5, 2014

SUBJECT: Discussion of Procurement Method for CTE Barn Project

---

In accordance with CV Local, prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District.

### ADMINISTRATIVE RECOMMENDATION:

It is Administrations' recommendation that the CTE Barn Construction Project utilize the Design-Bid-Build method for construction delivery. Design-Bid-Build offers CISD the advantage of finalizing the design intent with the Architect prior to construction starting, the ability to receive competitive cost proposals from general contractors and accounting ease needed to fund the project over a two year period.

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# Canutillo Independent School District

7710 Cap Carter Rd.  
Canutillo, TX 79835

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Dominic Padilla**  
*Executive Director*  
*Facilities and Transportation*

(915) 727-1555  
[dpadilla@canutillo-isd.org](mailto:dpadilla@canutillo-isd.org)

**Date:** February 3, 2014  
**To:** Canutillo ISD Board of Trustees  
**From:** Dominic Padilla, Executive Director of Facilities and Transportation  
**Subject:** CTE Barn, Construction Project Delivery Method and Architect Recommendations

In accordance with CV Local, prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District.

## ADMINISTRATIVE RECOMMENDATION

It is Administrations' recommendation that the CTE Barn Construction Project utilize the Design-Bid-Build method for construction delivery. Design-Bid-Build offers CISD the advantage of finalizing the design intent with the Architect prior to construction starting, the ability to receive competitive cost proposals from general contractors and accounting ease needed to fund the project over a two year period.

**Attachment:** 1.2\_\_Construction Project Delivery Method Options

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**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: February 5, 2014

SUBJECT: Award of RFQ 14-05 Architectural Services

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As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the award of RFQ 14-05 for Architectural Services. Please find the attached evaluation and ranking as reviewed by the Administrative Review Committee in compliance with CVA(REGULATION).

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the award of RFQ 14-05 for Architectural Services as presented:

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**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415

## MEMORANDUM

**Date:** February 5, 2014

**To:** Board of Trustees

**CC:** Dr. Pedro Galaviz, Superintendent of Schools  
Martha Aguirre, Executive Director of Financial Services

**From:** Ron Gatlin, Purchasing Agent

**Subject:** Information regarding RFQ 14-05 Architectural Services

The Purchasing Department prepared RFQ 14-05 for Architectural Services for the district for various projects on an as needed basis. The request for qualifications was advertised in the El Paso Times on Thursday January 16, 2014 and Thursday January 23, 2014.

Responses were received and tabulated on January 30, 2014 and 13 qualified responses were received. An Administrative Review Committee was formed in compliance with CVA(REGULATION) to evaluate and rank the responses. The committee met on February 4, 2014 to complete their recommendations. These are the members that served on the committee:

- Dr. Pedro Galaviz, Superintendent
- Martha Aguirre, Executive Director of Financial Services
- Dominic Padilla, Executive Director of Facilities & Transportation
- Ron Gatlin, Purchasing Agent

The committee compared, scored, and ranked responses. The Administrative Review Committee hereby recommends GA Architects as first choice, CDA Architects as second choice, and ASA Architects as third choice. I have included a copy of the rankings for your review.

Architectural Services Worksheet Totals

RPQ #14-05

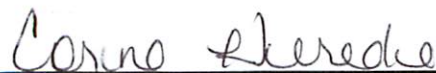
CRITERIA	WEIGHT	Alvidrez Architecture	ASA Architects	CDA Architects	CEA Group	DRS Architecture	FOKUS Architecture	GA Architecture	Mijares Mora	New Republic Architects	Nine Degree Architecture	Philo Wilke	PSC	Wright & Dablin Architects
Experience with public school design services or similar types of projects	25	81	87	93	63	63	84	94	88	88	58	70	88	60.5
Past relationship with Canutillo ISD	2.5	0	3.5	10	2	0	1	9	10	1	0	6.5	2	7.5
Ability to perform and meet timeline and budget	15	33	45.5	49	33	34	43.5	59	43	33	30	23	33	30
References	10	33	40	38	31	29	37	40	40	31	33	26	28	26
Financial stability	10	27	30	21	28	27	27	30	25	27	25	29	27	27
Experience with other school districts	10	31	34	36	31	24	31	38	31	29	12	19	35	30
Familiarity with the requirements of the State of Texas, Texas Education Agency, Texas Dept of Licensing and Regulation, the County of El Paso, City of El Paso, and any other entities having jurisdiction	5	20	20	20	20	20	20	20	20	20	20	20	20	20
Evaluation of application information provided (completeness)	5	20	20	20	20	20	20	20	20	20	20	20	20	20
Architect's capability to simultaneously work on each part of the project	15	40	47	51	37.5	37.5	41	54	40.5	42.5	35.5	28	37	34
Solicitation of Board members and/or administration prior to the bid opening is discouraged and will be penalized 2.5%	2.5	7.5	7.5	7	7.5	7.5	7.5	7.5	7.5	7.5	7.5	6.5	7.5	7.5
<b>TOTAL</b>	<b>100</b>	<b>292.5</b>	<b>334.5</b>	<b>345</b>	<b>273</b>	<b>262</b>	<b>312</b>	<b>371.5</b>	<b>325</b>	<b>299</b>	<b>241</b>	<b>248</b>	<b>297.5</b>	<b>262.5</b>
<b>RANKING</b>		<b>8</b>	<b>3</b>	<b>2</b>	<b>9</b>	<b>11</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>6</b>	<b>13</b>	<b>12</b>	<b>7</b>	<b>10</b>



Purchasing Agent

2/5/14

Date:



Purchasing Clerk

2/5/14

Date:

**Request for Proposal # 14-05  
Architectural Services**

**Bid Evaluation Worksheet**

**Date: February 4, 2014**

CRITERIA	WEIGHT	Alvidrez Architecture	ASA Architects	CDA Architects	CEA Group	DRS Architecture	FOKUS Architecture	GA Architecture	Mijares Mora	New Republic Architects	Nine Degrees Architecture	Philo Wilke	PSC	Wright & Dablin Architects
Experience with public school design services or similar types of projects	25	18	25	25	12	23	20	25	25	25	18	18	25	18
Past relationship with CISD	2.5	0	2.5	2.5	1.0	0	0	1.5	2.5	2.5	0	2.5	0	0
Ability to perform and meet timelines and budget	15	10	15	12	10	11	12	15	15	10	7	4	15	7
References	10	8	10	8	6	6	7	10	10	8	10	7	10	7
Financial stability	10	7	10	7	8	7	7	10	5	7	5	9	7	7
Experience with other school districts	10	8	10	9	6	8	8	10	10	9	5	5	10	8
Familiar with requirements of the State of Texas, Texas Education Agency, Texas Department of Licensing and Regulations, the County of El Paso, City of El Paso, and any other entities having jurisdiction	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Evaluation of application information provided (completeness)	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Architect's capability to simultaneously work on each part of the project	15	12	13	13	10	12	13	14	15	13	8	10	15	9
Solicitation of Board members and/or administration prior to the bid opening is discouraged and will be penalized 2.5%	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	1.5	2.5	2.5
<b>TOTAL</b>	<b>100</b>	<b>75.5</b>	<b>98</b>	<del>87.5</del>	<del>70.5</del>	<b>79.5</b>	<b>79.5</b>	<b>98</b>	<b>95</b>	<b>85.5</b>	<del>65</del>	<b>67</b>	<b>95.5</b>	<b>68.5</b>

80

277  
14.50  
143  
107  
76  
104  
65  
105  
157  
31

88.50 CH

65.50 CH

65.5 CH

1061.50

**Evaluator:**  
Pedro Galviz  
Name

Superintendent  
Title

Department

[Signature]  
Signature

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Request for Proposal # 14-05  
Architectural Services

Bid Evaluation Worksheet

Date: February 4, 2014

CRITERIA	WEIGHT	① Alvidrez Architecture	② ASA Architects	③ CDA Architects	④ CEA Group	⑤ DRS Architecture	⑥ FOKUS Architecture	⑦ GA Architecture	⑧ Mijares Mora	⑨ New Republic Architects	⑩ Nine Degrees Architecture	⑪ Philo Wilke	⑫ PSC	⑬ Wright & Dablin Architects
Experience with public school design services or similar types of projects	25	25	20	25	20	20	20	25	25	25	15	20	25	20
Past relationship with CISD	2.5	0	0	2.5	<del>10</del>	0	0	2.5	2.5	0	0	2	0	2.5
Ability to perform and meet timelines and budget	15	7.5	7.5	12	7.5	7.5	7.5	15	10	7.5	7.5	5	5	7.5
References	10	10	10	10	10	8	10	10	10	8	8	5	5	8
Financial stability	10	10	10	<del>10</del> 5	10	10	10	10	10	10	10	10	10	10
Experience with other school districts	10	10	10	10	10	7	10	10	10	10	0	7	10	10
Familiar with requirements of the State of Texas, Texas Education Agency, Texas Department of Licensing and Regulations, the County of El Paso, City of El Paso, and any other entities having jurisdiction	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Evaluation of application information provided (completeness)	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Architect's capability to simultaneously work on each part of the project	15	10	10	10	10	10	10	10	10	10	10	10	10	10
Solicitation of Board members and/or administration prior to the bid opening is discouraged and will be penalized 2.5%	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
<b>TOTAL</b>	<b>100</b>	<b>85</b>	<b>80</b>	<b>87</b>	<b>81</b>	<b>75</b>	<b>80</b>	<b>95</b>	<b>90</b>	<b>83</b>	<b>63</b>	<b>71.5</b>	<b>77.5</b>	<b>80.5</b>

**Evaluator:**

Martha Aguirre  
Name

Executive Director  
Title

Financial Svcs  
Department

Martha Aguirre  
Signature

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**Request for Proposal # 14-05  
Architectural Services**

**Bid Evaluation Worksheet**

**Date: February 4, 2014**

CRITERIA	WEIGHT	Alvidrez Architecture	ASA Architects	CDA Architects	CEA Group	DRS Architecture	FOKUS Architecture	GA Architecture	Mijares Mora	New Republic Architects	Nine Degrees Architecture	Philo Wilke	PSC	Wright & Dablin Architects
Experience with public school design services or similar types of projects	25	20	20	20	15	10	20	20	20	20	15	15	20	12.5
Past relationship with CISD	2.5	0	1	2.5	0	0	1	2.5	2.5	0	0	0	0	2.5
Ability to perform and meet timelines and budget	15	7.5	15	13	7.5	7.5	14	15	8	7.5	7.5	6	5	7.5
References	10	5	10	10	5	5	10	10	10	5	5	4	3	1
Financial stability	10	5	5	4	5	5	5	5	5	5	5	5	5	5
Experience with other school districts	10	8	8	9	7	4	5	8	6	5	4	4	5	5
Familiar with requirements of the State of Texas, Texas Education Agency, Texas Department of Licensing and Regulations, the County of El Paso, City of El Paso, and any other entities having jurisdiction	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Evaluation of application information provided (completeness)	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Architect's capability to simultaneously work on each part of the project	15	10	10	15	7.5	7.5	10	15	7.5	7.5	7.5	0	0	3
Solicitation of Board members and/or administration prior to the bid opening is discouraged and will be penalized 2.5%	2.5	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>100</b>	<b>65.5</b>	<b>79</b>	<b>83.5</b>	<b>57</b>	<b>49</b>	<b>75</b>	<b>85.5</b>	<b>69</b>	<b>60</b>	<b>54</b>	<b>44</b>	<b>48</b>	<b>46.5</b>

84

227.5

12

121

83

64

78

65

65

100.50

810

**Evaluator:**

Dominic Padilla  
Name

Executive Director  
Title

Facilities & Transportation  
Department



Signature

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Request for Proposal # 14-05  
Architectural Services

Bid Evaluation Worksheet

Date: February 4, 2014

CRITERIA	WEIGHT	Alvidrez Architecture	ASA Architects	CDA Architects	CEA Group	DRS Architecture	FOKUS Architecture	GA Architecture	Mijares Mora	New Republic Architects	Nine Degrees Architecture	Philo Wilke	PSC	Wright & Dablin Architects
Experience with public school design services or similar types of projects	25	18	22	23	16	10	24	24	18	18	10	17	18	10
Past relationship with CISD	2.5	0 <sup>R</sup>	0	2.5	0	0	0	2.5	2.5	0	0	2	1	2.5
Ability to perform and meet timelines and budget	15	8	8	12	8	8	10	14	10	8	8	8	8	8
References	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Financial stability	10	5	5	5	5	5	5	5	5	5	5	5	5	5
Experience with other school districts	10	5	6	8	8	5	8	10	5	5	3	3	10	7
Familiar with requirements of the State of Texas, Texas Education Agency, Texas Department of Licensing and Regulations, the County of El Paso, City of El Paso, and any other entities having jurisdiction	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Evaluation of application information provided (completeness)	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Architect's capability to simultaneously work on each part of the project	15	8	14	13	10	8	8	15	8	12	10	8	12	12
Solicitation of Board members and/or administration prior to the bid opening is discouraged and will be penalized 2.5%	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
<b>TOTAL</b>	<b>100</b>	<b>66.5</b>	<b>77.5</b>	<b>86</b>	<b>69.5</b>	<b>58.5</b>	<b>77.5</b>	<b>93</b>	<b>71</b>	<b>70.5</b>	<b>58.5</b>	<b>49.5</b>	<b>76.5</b>	<b>67</b>

**Evaluator:**

Ron K. Gartin  
Name

Purchasing Agent  
Title

FINANCE  
Department

[Signature]  
Signature

65.5

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# Canutillo Independent School District

7710 Cap Carter Rd.  
Canutillo, TX 79835

Mailing Address: PO Box 100  
Canutillo, Texas 79835

## **Dominic Padilla**

*Executive Director*

*Facilities and Transportation*

(915) 727-1555

[dpadilla@canutillo-isd.org](mailto:dpadilla@canutillo-isd.org)

**Date:** February 3, 2014  
**To:** Canutillo ISD Board of Trustees  
**From:** Dominic Padilla, Executive Director of Facilities and Transportation  
**Subject:** District-wide Architect Recommendation

In accordance with CVA Regulation "PROCEDURE FOR SELECTION OF PROFESSIONAL SERVICES (ARCHITECTS AND ENGINEERS), CVA CONSTRUCTION MANAGERS AT RISK, AND CONTRACTORS", Board approval will be required for solicitation process for construction and will consider all information presented by the Administration Review Committee, consider top 2-3 firms as recommended by the Administration Review Committee and select firm(s). Further, Board authorization to commence solicitation will not be required for projects less than \$1,500,000.

### **ADMINISTRATIVE RECOMMENDATION**

It is Administrations' recommendation that GA Architects be selected to provide Architectural Services for the District for a two year period from the date of the approval from the Board.

If approved, it will be Administrations' responsibility to negotiate fees and contracts and deliver them to the Board for review and approval.

**Attachment:** 2.2\_\_RFQ Proposals from Architects  
2.3\_\_RFQ Evaluation Documents

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# Canutillo Independent School District

7965 Arcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: March 6, 2014

SUBJECT: Approval of Purchase of Computer Tables for the CHS CTE Programs

---

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the purchase of computer tables for the CHS CTE Business Administration & Finance classes in the total amount of \$29,500.00. The TASB Buyboard Purchasing Cooperative Contract #414-12 will be utilized for this purchase.

### ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the purchase of computer tables, for the CHS CTE Business Administration & Finance classes in the total amount of \$29,500.00, utilizing the TASB Buyboard Purchasing Cooperative Contract #414-12 as presented.

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# Request for Board Agenda Item

Purchasing Department

Date: 2/10/14

Campus/Department: CTE

Vendor Name: Indeco Sales

Total Cost: \$30,000

Item Description and Justification for Purchase:

To purchase classroom furniture for CTE Business Administration and Finance Class at CHS. This furniture will facilitate the class instruction goals.

Participating Schools/Departments: CTE

Funding Source: 199.11.6397.00.917.22  
(Account number to charge)

[Signature] 2/10/14  
Campus/Department Administrator Date Signed

\*\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*\*

(To be completed by the Financial Services Division)

Purchasing Method: TASB BUYBOARD PURCHASING CONTRACT # 414-12

[Signature] 3/6/14  
Purchasing Agent Date Signed

[Signature] 3/6/14  
Executive Director of Financial Services Date Signed







# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: March 6, 2014

SUBJECT: Approval of Purchase of Classroom Furniture for Canutillo Elementary School

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the purchase of classroom furniture for Canutillo Elementary School in the total amount of \$25,102.27. The TASB Buyboard Purchasing Cooperative Contract #414-12 will be utilized for this purchase.

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the purchase of classroom furniture for Canutillo Elementary School in the total amount of \$25,102.27, utilizing the TASB Buyboard Purchasing Cooperative Contract #414-12 as presented.

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# Request for Board Agenda Item

Purchasing Department

Date: 2-14-14

Campus/Department: CE S

Vendor Name: Indeco

Total Cost: \$ 25,102.27

Item Description and Justification for Purchase:

Purchasing items to replace Broken furniture  
in classrooms, cip goal 4.4

Participating Schools/Departments: \_\_\_\_\_

Funding Source: 199-11-6397-01-101-11 <sup>334.73</sup> & 199-11-6397-00-101-11 <sup>\$ 558.00</sup>  
(Account number to charge)

[Signature]  
Campus/Department Administrator

2-14-14  
Date Signed

\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*

(To be completed by the Financial Services Division)

Purchasing Method: TASB BuyBOARD PURCHASING CONTRACT # 414-12

[Signature]  
Purchasing Agent

3/6/14  
Date Signed

[Signature]  
Executive Director of Financial Services

3/6/14  
Date Signed



# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved  Denied

Comment: \_\_\_\_\_

Signature: *[Handwritten Signature]* Date: 3/6/14

## Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Legal Review

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Purchasing

Approved  Denied

Comment: \_\_\_\_\_

Signature: *[Handwritten Signature]* Date: 3/6/14

# indeco sales

805 East 4th Ave.  
 Belton, Texas 76513  
 (800) 692-4256 ^ (254) 939-5742  
 FAX (254) 939-5546

e-mail terry.paden@indecosales.com

<b>PROPOSAL FOR:</b>	<b>DELIVER TO:</b>
CANUTILLO ISD	CANUTILLO ELEMENTARY SCHOOL 651 CANUTILLO AVE CANUTILLO, TX 79835 ATTENTION: CLAUDIA ARREOLA

PROPOSAL: 003596
DATE: 2/14/2014

<input type="checkbox"/> QUOTATION
<input type="checkbox"/> ORDER
<input type="checkbox"/> CONFIRMING

SALESPERSON  
 TERRY PADEN

CUSTOMER P/O:

Item#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	50	D10D	4-Leg Chair, D size 12" Stack Chair ARTCOBELL 58	\$24.11	\$1,205.50
2	50	D10B	4-Leg Chair, B size 16" Stack Chair ARTCOBELL 58	\$27.84	\$1,392.00
3	100	R90D	4-Leg Open Front Student Desk, 18"X24" top w/nylon glides ARTCOBELL 58	\$56.33	\$5,633.00
4	10	EFS41109	4-drawer Letter File UNITED STATIONERS - PLAN	\$194.16	\$1,941.60
5	30	1220	Activity Table, 30"X48" rectangle top ARTCOBELL 58	\$84.18	\$2,525.40
6	15	Custon Cubbies	**Option** 12x12x12 Opening with 24 Spaces with Melamine-Laminate color to be determined MACO MANUFACTURING	\$665.00	\$9,975.00
7	5	14501	20 Tray Storage Cubby with Clear Trays Wood Designs	\$358.43	\$1,792.15
8	2	13680	Tip Me Not 36" High Storage Cabinet Wood Designs	\$320.31	\$640.62

MACO is Delivered and Installed Pricing. For Installaion on the remaining Items add 8% of Net Thank you!

THANK YOU FOR THE OPPORTUNITY TO QUOTE ON YOUR NEEDS  
 THIS PROPOSAL IS VALID FOR 30 DAYS FROM QUOTE DATE.

TOTAL \$25,105.27



# Canutillo Independent School District

7965 Arcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: March 6, 2014

SUBJECT: Approval of Purchase of Laptop Computers for CHS & Northwest ECHS

---

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the purchase of 125 laptop computers for CHS & Northwest ECHS utilizing IT Instructional Hardware Bond funds & High School Allotment Funds in the total amount of \$96,125.00. The DIR-SDD-2030-TX Purchasing Cooperative Contract will be utilized for this purchase.

### ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the purchase of 125 laptop computers for CHS & Northwest ECHS utilizing IT Instructional Hardware Bond funds & High School Allotment Funds in the total amount of \$96,125.00. The DIR-SDD-2030-TX Purchasing Cooperative Contract will be utilized for this purchase as presented.

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# Request for Board Agenda Item

Purchasing Department

Date: 3/4/2011

Campus/Department: School Resources-Technology Dpt.t

Vendor Name: Decision Tree Technologies

Total Cost: \$96,125

Item Description and Justification for Purchase:

Goal 2. Objective 6.- Increase and monitor technology integration in all learning environments.  
IT Strategy-Upgrade/Migrate computers to Windows 7.  
To purchase 100 laptops for CHS and 25 laptops for NWECHS for teachers using IT Instructional Hardware Bond Funds & High School Allotment Funds

Participating Schools/Departments: CHS & NWECHS

Funding Source: 693.81.6629.09.999.99 & 196.11.6398.00.001.31  
*(Account number to charge)*

  
\_\_\_\_\_  
Campus/Department Administrator

03/06/2014  
\_\_\_\_\_  
Date Signed

\*\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*\*

-----  
(To be completed by the Financial Services Division)

Purchasing Method: DIR-SDD-2030-TX PURCHASING COOP CONTRACT

  
\_\_\_\_\_  
Purchasing Agent

3/6/14  
\_\_\_\_\_  
Date Signed

  
\_\_\_\_\_  
Executive Director of Financial Services

3/6/14  
\_\_\_\_\_  
Date Signed



# Purchasing Approval Sheet

## For Presentation to Board of Trustees

Purchasing Department

### Financial Services (Verification of Funding Availability and Account Coding)

Approved  Denied

Comment: \_\_\_\_\_  
Signature: *M. Ag...* Date: 3/6/14

### Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: High School allotment & Capital Proj.  
Signature: *Armando (ASA)* Date: 3-6-14  
Aboua Defem 3/6/14

### Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Technology (For all Computer/Software/Peripheral Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Legal Review

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Purchasing

Approved  Denied

Comment: \_\_\_\_\_  
Signature: *[Red Signature]* Date: 3/6/14

IT Instructional Hardware Bond Fund			
	Decision Tree	GovConnection	Graybar
Laptop	\$ 769.00	\$ 786.88	\$ 822.22



**Decision Tree Inc.**  
 306 Thunderbird  
 El Paso, Texas 79912  
 United States  
<http://www.dtreotech.com>

Quotation	
<b>Date</b> Feb 17, 2014 4:32 PM MST	<b>Expiration Date</b> Mar 19, 2014
<b>Doc #</b> 17375 - rev 1 of 1	
<b>Description</b> State Comp Tech Purchase- Notebooks	
<b>SalesRep</b> Holder, Wendell (P) 915-584-3419 (F) 915-833-1614	
<b>Customer Contact</b> Gatlin, Ron (P) 915-877-7426	

**Customer**  
 Canutillo Independent School District (CI0115)  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

**Bill To**  
 Canutillo Independent School District  
 Gatlin, Ron  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

**Ship To**  
 Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

<b>Customer PO:</b> None	<b>Terms:</b> Unknown	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item Description	Part #	Qty	Tax	Unit Price	Total
1 Lenovo ThinkPad L440 Noteboook Configured as below Lenovo Thinkpad L440 Intel N-vPro TPM EX Processor Intel Core i3-4000M (2.4ghz) Preload OS Windows 7 Professional 64 WiFi wireless LAN adapters Intel 7260 BT ACBGN Security Chip 2 Security Chip Enabled Wireless WAN accessories MBL BB upgradable, future use Display Panel L440 14.0HD AG WWAN Pointing device L440 UltraNav without FPR 4GB PC3-12800 DDR3L (1 DIMM) Optical device DVD Recordable, Fixed w/SWR 500GB HDD 7200rpm Storage Adapter No M.2 Battery 6cell Cylindrical 56.16Wh Camera NOCM 120 AC Adapter and Power Cord 65W AC Adpt US (2pin) Custom Image Loaded Shipping Country USA Warranty 3 Year Depot Warranty ComputraceComplete for Lenovo	20ASCTO1WW	20	No	\$705.00	\$14,100.00
2 Subscription license ( 3 years ) - 1 license - volume, local, state, POS - 1-99999 licenses - Win	55Y9945	20	No	\$64.00	\$1,280.00

Subtotal: \$15,380.00  
 Tax (0.000%): \$0.00  
 Shipping: \$0.00  
**Total: \$15,380.00**

Woman Owned/Texas HUB  
 #1742538104700  
 Federal CAGE CODE: 5R7D3  
 New Mexico SWREC Contract 2010-05-24  
 HP Texas Department of Information  
 Resources  
 Contract for Products and Related Services,  
 number DIR-SDD-1364 (Texas DIR  
 Contract)  
 Brocade Communications State of Texas DIR  
 Contract No. DIR-SDD-1474,  
 GSA Contract# GS-35F-0143R Expires:  
 11/28/2014  
 Dell Texas DIR Contract (DIR-SDD-1951-TX)

Lenovo Texas DIR Contract (DIR-SDD-2030-TX)

-  
Contract code: OF53AFM  
Region XVIII Purchasing Cooperative  
Computer Hardware and Software



7503 Standish Place  
Rockville, MD 20855

# QUOTATION

Quote # 23585683.01

PLEASE REFER TO THE ABOVE  
QUOTE NUMBER WHEN ORDERING

Date: January 31, 2014

Valid through: March 2, 2014

Account #: 5944054/12962953

Account Executive: David Schechter  
Phone: (800) 800-0019 ext. 33092  
Fax: (603) 683-1476  
Email: dschechter@govconnection.com

**QUOTE PROVIDED TO:**  
AB#: 12962953  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
PO BOX 440  
CANUTILLO, TX 79835

**SHIP TO:**  
AB#: 11606569  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
7965 ARTCRAFT RD  
ISD WAREHOUSE  
EL PASO, TX 79932

<b>DELIVERY</b> 1-30 Days A/R/O	<b>FOB</b> Destination	<b>TERMS</b> NET 30	<b>CONTRACT ID #</b>
------------------------------------	---------------------------	------------------------	----------------------

* Line #	Qty	Item #	Manuf. Part #	Description	Price	Ext
1	1	✓	20ascto1ww	Thinkpad L440 Rx	\$715.00	\$715.00
2	1		20ascto1ww	Thinkpad I440 Rx	\$772.00	\$772.00
3				Warranty Add ons		\$0.00
4	1	15529433	5WS0A23006	3-year Onsite NBD Lenovo Think Plus/service	\$66.66	\$66.66
5	1	15529450	5PS0A22875	3-year Onsite + ADP Lenovo Thinkpad Protection/services	\$167.92	\$167.92
6				Computrace		\$0.00
7	1	✓	55y9945	Computrace Complete POS	\$71.88	\$71.88
8	1	11245231	55Y9955	Computrace Complete APOS Lenovo Features and Options	\$91.48	\$91.48
Lines: 6					Total Merchandise	\$1,884.94
					Fee	
					Ship Via: Small Pkg Ground Service Level	1. pounds
					Shipping and Handling	\$0.00
					Tax	
					<b>TOTAL</b>	<b>\$1,884.94</b>
					* Lease for as low as:	



3350 WEST EARLL DRIVE  
 PHOENIX AZ 85017-5242  
 Phone: 602-269-2131  
 Fax: 602-233-2351

To: CANUTILLO ISD/COMM  
 ACCOUNTS PAYABLE  
 7273 BOSQUE RD  
 CANUTILLO TX 79835  
 Attn: TONY FLORES  
 Phone: 915-877-3726  
 Fax:  
 Email:

Date: 02/17/2014  
 Proj Name: **COMP 02/11/2014**  
 GB Quote #: **219576530**  
 Valid From: 02/11/2014  
 Valid To: 03/13/2014  
 Contact: GEORGE CALDWELL  
 Email: george.caldwell@graybar.com

### Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
<b>Notes: US COMMUNITIES MA-IS-134023Y</b>							
<b>DIR-SDD-1464</b>							
400	128 EA	TECH DATA	10B4CT01WW		\$750.00	1	\$96,000.00
***Item Note:*** Desktop TC M73_H81_ES_SFF_R							
500	128 EA	TECH DATA	60B3HAR2US		\$146.67	1	\$18,773.76
***Item Note:*** LT1713P 17IN MON LED LCD 12X10 VGA DVI							
600	128 EA	TECH DATA	0A36190		\$23.33	1	\$2,986.24
***Item Note:*** USB SOUNDBAR							
700	300 EA	TECH DATA	3682CT0		\$700.00	1	\$210,000.00
***Item Note:*** THINKPAD TABLET 2 3682CTO RX							
800	300 EA	TECH DATA	04W8319		\$100.00	1	\$30,000.00
***Item Note:*** UPG TO 3YR DEPOT							
900	300 EA	TECH DATA	04W8320		\$208.89	1	\$62,667.00
***Item Note:*** UPG TO 3YR DEPOT + 3YR TP PROTECT							
1000	300 EA	TECH DATA	0B47270		\$93.33	1	\$27,999.00
***Item Note:*** TP TAB2 BT KYBD W/ STAND US ENG							

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at [www.graybar.com](http://www.graybar.com)

24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: March 6, 2014

SUBJECT: Approval of Purchase of Technology Items Utilizing SCE Funds

---

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the purchase of technology items for district wide use utilizing State Compensatory Education funds in the total not exceed \$200,000.00. Purchasing Cooperative Contracts will be utilized for this purchase.

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the purchase of technology items for district wide use utilizing State Compensatory Education funds in the total not exceed \$200,000.00, utilizing Purchasing Cooperative Contracts as presented.

*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artercraft Rd., El Paso, TX 79932.*

*El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artercraft Rd., El Paso, TX 79932.*



# Request for Board Agenda Item

## Purchasing Department

Date: 2/26/14

Campus/Department: School Resources Division-Technology Services

Vendor Name: Decision Tree / GovConnection / Plan B

Total Cost: \$200,000.00

### Item Description and Justification for Purchase:

Instructional technology equipment refresh cycle for 2013-2014 school year using  
State Compensatory Education Funds.

Participating Schools/Departments: District Wide


Funding Source: State Compensatory Education Funds *as budgeted per campus*  
pending recapture of campus allotments.  
(Account number to charge)

  
\_\_\_\_\_  
Campus/Department Administrator

2/26/2014  
\_\_\_\_\_  
Date Signed

\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*

-----  
(To be completed by the Financial Services Division)

Purchasing Method: *DIRASDD-2030-TX PURCHASING 100P CONTRACT*  


\_\_\_\_\_  
Purchasing Agent

3/6/14  
\_\_\_\_\_  
Date Signed

  
\_\_\_\_\_  
Executive Director of Financial Services

3/6/14  
\_\_\_\_\_  
Date Signed



# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved  Denied

Comment: \_\_\_\_\_

Signature: *[Signature]* Date: 3/6/14

## Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: *Ana P. Zuniga* Date: 3-6-14

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Legal Review

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Purchasing

Approved  Denied

Comment: \_\_\_\_\_

Signature: *[Signature]* Date: 3/6/14

# Revenue / Expenditure Budget Report

As Of: 02-10-2014

Account Number	Original Budget	Revised Budget	Encumbrance	Monthly Activity	FYTD Activity	Balance	Percent Used
<b>Object Major - 63</b>							
185.11.6398.01.001.30 CHS	53,600.00	53,600.00	0.00	0.00	0.00	53,600.00	0.0
185.11.6398.01.003.30 NECHS	7,657.00	7,657.00	0.00	0.00	0.00	7,657.00	0.0
185.11.6398.01.041.30 CMS	19,970.00	19,970.00	0.00	0.00	0.00	19,970.00	0.0
185.11.6398.01.042.30 AMS	22,493.00	22,493.00	0.00	0.00	0.00	22,493.00	0.0
185.11.6398.01.101.30 CES	25,843.00	25,843.00	0.00	0.00	0.00	25,843.00	0.0
185.11.6398.01.102.30 DDE	17,794.00	17,794.00	0.00	0.00	0.00	17,794.00	0.0
185.11.6398.01.103.30 JDE	17,359.00	17,359.00	0.00	0.00	0.00	17,359.00	0.0
185.11.6398.01.104.30 BCE	18,534.00	18,534.00	0.00	0.00	0.00	18,534.00	0.0
185.11.6398.01.105.30 GES	16,750.00	16,750.00	0.00	0.00	0.00	16,750.00	0.0
<b>Expense Account Totals for Object Major - 63</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>0.00</b>
<b>Totals for Object Major - 63</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>0.0</b>

State Comp Technology Purchase  
2013-2014

	Allocation	Desktops	Cost	Tablets	Cost	Projectors	Cost	Document Cameras	Cost	Mimio	Mobile carts		Other	Cost	Quote
GES	\$ 16,750.00	11	\$ 9,372.00	11	\$ 7,139.00		\$ -		0				Mobile Carts		\$ 239.00
JDE	\$ 17,359.00		\$ -	20	\$ 12,980.00	3	\$ 1,765.89	4	\$ 2,006.48		1	\$ 999.00			\$ 606.63
CES	\$ 25,843.00		\$ -	30	\$ 19,470.00	5	\$ 2,943.15	5	\$ 2,508.10	5	1	\$ 999.00			\$ 921.75
DDE	\$ 17,794.00	10	\$ 8,520.00	14	\$ 9,086.00	0	\$ -	0	\$ -			\$ -	SmartBoard 3		\$ 188.00
BCE	\$ 18,534.00		\$ -	19	\$ 12,331.00	5	\$ 2,943.15	5	\$ 2,508.10			\$ -	Replace 8 laptops		\$ 751.75
AMS	\$ 22,493.00	26	\$ 22,152.00	0	\$ -	0	\$ -		\$ -			\$ -			\$ 341.00
CMS	\$ 19,970.00	0	\$ -	30	\$ 19,470.00	0	\$ -	0	\$ -		1	\$ 999.00	Extra Laptops		\$ 500.00
CHS	\$ 53,600.00		\$ -	67	\$ 43,483.00	5	\$ 2,943.15	5	\$ 2,508.10		2	\$ 1,003.24	Chargers for HP Pro 6445B(10)		\$ 3,662.51
NECHS	\$ 7,657.00		\$ -	10	\$ 7,690.00		\$ -		\$ -				Order laptops not tablets		\$ (33.00)
<b>TOTAL</b>	<b>\$ 200,000.00</b>	<b>47</b>	<b>\$ 40,044.00</b>	<b>201</b>	<b>\$ 131,649.00</b>	<b>18</b>	<b>\$ 10,595.34</b>	<b>19</b>	<b>\$ 9,530.78</b>			<b>\$ 4,000.24</b>		<b>\$ 195,819.36</b>	
															<b>\$ (4,180.64)</b>
															Imaging services

## State Comp.-Instructional Technology Allocation

	Decision Tree	GovConnection	Desert Communications	Plan B	Graybar
Desktop	\$ 852.00	\$ 859.86			\$ 920.00
Laptop	\$ 769.00	\$ 786.88			\$ 822.22
Tablet	\$ 649.00	\$ 651.53			\$ 700.00
Mobile Carts	\$ 1,099.00	\$ 1,046.72		\$ 999.00	
Projector		\$ 588.63	\$ 698.00	\$ 746.00	
Document Camera		\$ 501.62	\$ 530.00	\$ 530.00	
Mimio		\$ 864.84	\$ 878.90		



**Decision Tree Inc.**  
 306 Thunderbird  
 El Paso, Texas 79912  
 United States  
<http://www.dtreetech.com>

Quotation	
<b>Date</b> Feb 17, 2014 4:20 PM MST	<b>Expiration Date</b> Mar 19, 2014
<b>Doc #</b> 17373 - rev 1 of 1	
<b>Description</b> State Comp Tech Purchase- Desktops	
<b>SalesRep</b> Holder, Wendell (P) 915-584-3419 (F) 915-833-1614	
<b>Customer Contact</b> Gatlin, Ron (P) 915-877-7426	

**Customer**

Canutillo Independent School District (CI0115)  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

**Bill To**

Canutillo Independent School District  
 Gatlin, Ron  
 7965 Artcraft Rd.  
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**Ship To**

Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

<b>Customer PO:</b> None	<b>Terms:</b> Unknown	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item Description	Part #	Qty	Tax	Unit Price	Total
<b>Desktops and Monitors (and Soundbar)</b>					
1 Lenovo ThinkCentre M73, Small Form Factor Configured as below Windows 7 Professional , 64 bit Intel i5-4570 3.2ghz, 6m cache 4GB, PC3-12800 DDR3 UDIMM 500GB 7200RPM SATA Drive Nvidia 620 1GB Video Card DVD Recordable W7 Pro USB Optical Mouse and Keyboard Integrated Audio Custom Image Loaded 3 Yr. Onsite Service	10B4CTO1WW	128	No	\$695.00	\$88,960.00
2 Lenovo ThinkVision LT1713p LED monitor - 17" - 1280 x 1024 - TN - 250 cd/m2 - 1000:1 - 5 ms - business black	60B3HAR2US	128	No	\$135.00	\$17,280.00
3 Lenovo USB Soundbar Speakers - for PC - USB - 2.5 Watt (total) - for Lenovo LS2023; ThinkVision LS2223, LT1712, LT1913, LT1953, LT2013, LT2223, LT2423, LT3053	0A36190	128	No	\$22.00	\$2,816.00

Subtotal: \$109,056.00  
 Tax (0.000%): \$0.00  
 Shipping: \$0.00  
**Total: \$109,056.00**

Woman Owned/Texas HUB  
 #1742538104700  
 Federal CAGE CODE: 5R7D3  
 New Mexico SWREC Contract 2010-05-24  
 HP Texas Department of Information  
 Resources  
 Contract for Products and Related Services,  
 number DIR-SDD-1364 (Texas DIR  
 Contract)  
 Brocade Communications State of Texas DIR  
 Contract No. DIR-SDD-1474,  
 GSA Contract# GS-35F-0143R Expires:  
 11/28/2014  
 Dell Texas DIR Contract (DIR-SDD-1951-TX)  
 Lenovo Texas DIR Contract (DIR-SDD-2030-TX)  
 -  
 Contract code: OF53AFM



7503 Standish Place  
Rockville, MD 20855

# QUOTATION

Quote # 23591907.01

PLEASE REFER TO THE ABOVE  
QUOTE NUMBER WHEN ORDERING

Date: February 10, 2014

Valid through: March 12, 2014

Account #: 5944054/12962953

Account Executive: David Schechter  
Phone: (800) 800-0019 ext. 33092  
Fax: (603) 683-1476  
Email: dschechter@govconnection.com

**QUOTE PROVIDED TO:**  
AB#: 5944054  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
ACCOUNTS PAYABLE  
PO BOX 440  
CANUTILLO, TX 79835

**SHIP TO:**  
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CANUTILLO INDEPENDENT SCHOOL  
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EL PASO, TX 79932

<b>DELIVERY</b> 1-30 Days A/R/O	<b>FOB</b> Destination	<b>TERMS</b> NET 30	<b>CONTRACT ID #</b>
------------------------------------	---------------------------	------------------------	----------------------

* Line #	Qty	Item #	Manuf. Part #	Description	Price	Ext
1	1		10B4CTO1W	M73	\$697.00	\$697.00
2	1	16733049	60B3HAR2US	17" LT1713P LED-LCD Monitor, Black Lenovo Features and Options	\$137.86	\$137.86
3	1	14049243	0A36190	USB Soundbar Lenovo Features and Options	\$25.00	\$25.00
<b>Lines: 3</b>					Total Merchandise	\$859.86
					Fee	
					Ship Via: Small Pkg Ground Service Level	18. pounds
					Shipping and Handling	\$0.00
					Tax	
					<b>TOTAL</b>	<b>\$859.86</b>



3350 WEST EARLL DRIVE  
 PHOENIX AZ 85017-5242  
 Phone: 602-269-2131  
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To: CANUTILLO ISD/COMM  
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 7273 BOSQUE RD  
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 Attn: TONY FLORES  
 Phone: 915-877-3726  
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 Email:

Date: 02/17/2014  
 Proj Name: **COMP 02/11/2014**  
 GB Quote #: **219576530**  
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***Item Note:*** THINKPAD TABLET 2 3682CTO RX							
800	300 EA	TECH DATA	04W8319		\$100.00	1	\$30,000.00
***Item Note:*** UPG TO 3YR DEPOT							
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1000	300 EA	TECH DATA	0B47270		\$93.33	1	\$27,999.00
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To learn more about Graybar, visit our website at [www.graybar.com](http://www.graybar.com)

24-Hour Emergency Phone#: 1-800-GRAYBAR

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**Decision Tree Inc.**  
 306 Thunderbird  
 El Paso, Texas 79912  
 United States  
<http://www.dtreetech.com>

Quotation	
<b>Date</b> Feb 17, 2014 4:32 PM MST	<b>Expiration Date</b> Mar 19, 2014
<b>Doc #</b> 17375 - rev 1 of 1	
<b>Description</b> State Comp Tech Purchase- Notebooks	
<b>SalesRep</b> Holder, Wendell (P) 915-584-3419 (F) 915-833-1614	
<b>Customer Contact</b> Gatlin, Ron (P) 915-877-7426	

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**Ship To**  
 Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

<b>Customer PO:</b> None	<b>Terms:</b> Unknown	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item Description	Part #	Qty	Tax	Unit Price	Total
1 Lenovo ThinkPad L440 Notebook Configured as below Lenovo Thinkpad L440 Intel N-vPro TPM EX Processor Intel Core i3-4000M (2.4ghz) Preload OS Windows 7 Professional 64 WiFi wireless LAN adapters Intel 7260 BT ACBGN Security Chip 2 Security Chip Enabled Wireless WAN accessories MBL BB upgradable, future use Display Panel L440 14.0HD AG WWAN Pointing device L440 UltraNav without FPR 4GB PC3-12800 DDR3L (1 DIMM) Optical device DVD Recordable, Fixed w/SWR 500GB HDD 7200rpm Storage Adapter No M.2 Battery 6cell Cylindrical 56.16Wh Camera NOCM 120 AC Adapter and Power Cord 65W AC Adpt US (2pin) Custom Image Loaded Shipping Country USA Warranty 3 Year Depot Warranty	20ASCTO1WW	20	No	\$705.00	\$14,100.00
2 ComputraceComplete for Lenovo Subscription license ( 3 years ) - 1 license - volume, local, state, POS - 1-99999 licenses - Win	55Y9945	20	No	\$64.00	\$1,280.00

Subtotal: \$15,380.00  
 Tax (0.000%): \$0.00  
 Shipping: \$0.00  
**Total: \$15,380.00**

Woman Owned/Texas HUB  
 #1742538104700  
 Federal CAGE CODE: 5R7D3  
 New Mexico SWREC Contract 2010-05-24  
 HP Texas Department of Information  
 Resources  
 Contract for Products and Related Services,  
 number DIR-SDD-1364 (Texas DIR  
 Contract)  
 Brocade Communications State of Texas DIR  
 Contract No. DIR-SDD-1474,  
 GSA Contract# GS-35F-0143R Expires:  
 11/28/2014  
 Dell Texas DIR Contract (DIR-SDD-1951-TX)



7503 Standish Place  
Rockville, MD 20855

# QUOTATION

Quote # 23585683.01

PLEASE REFER TO THE ABOVE  
QUOTE NUMBER WHEN ORDERING

Date: January 31, 2014

Valid through: March 2, 2014

Account #: 5944054/12962953

Account Executive: David Schechter  
Phone: (800) 800-0019 ext. 33092  
Fax: (603) 683-1476  
Email: dschechter@govconnection.com

**QUOTE PROVIDED TO:**  
AB#: 12962953  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
PO BOX 440  
CANUTILLO, TX 79835

**SHIP TO:**  
AB#: 11606569  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
7965 ARTCRAFT RD  
ISD WAREHOUSE  
EL PASO, TX 79932

<b>DELIVERY</b> 1-30 Days A/R/O	<b>FOB</b> Destination	<b>TERMS</b> NET 30	<b>CONTRACT ID #</b>
------------------------------------	---------------------------	------------------------	----------------------

* Line #	Qty	Item #	Manuf. Part #	Description	Price	Ext
1	1	✓	20ascto1ww	Thinkpad L440 Rx	\$715.00	\$715.00
2	1		20ascto1ww	Thinkpad I440 Rx	\$772.00	\$772.00
3				Warranty Add ons		\$0.00
4	1	15529433	5WS0A23006	3-year Onsite NBD Lenovo Think Plus/service	\$66.66	\$66.66
5	1	15529450	5PS0A22875	3-year Onsite + ADP Lenovo Thinkpad Protection/services	\$167.92	\$167.92
6				Computrace		\$0.00
7	1	✓	55y9945	Computrace Complete POS	\$71.88	\$71.88
8	1	11245231	55Y9955	Computrace Complete APOS Lenovo Features and Options	\$91.48	\$91.48
Lines: 6					Total Merchandise	\$1,884.94
					Fee	
					Ship Via: Small Pkg Ground Service Level	1. pounds
					Shipping and Handling	\$0.00
					Tax	
					<b>TOTAL</b>	<b>\$1,884.94</b>
					* Lease for as low as:	



3350 WEST EARLL DRIVE  
 PHOENIX AZ 85017-5242  
 Phone: 602-269-2131  
 Fax: 602-233-2351

To: CANUTILLO ISD/COMM  
 ACCOUNTS PAYABLE  
 7273 BOSQUE RD  
 CANUTILLO TX 79835  
 Attn: TONY FLORES  
 Phone: 915-877-3726  
 Fax:  
 Email:

Date: 02/17/2014  
 Proj Name: **COMP 02/11/2014**  
 GB Quote #: **219576530**  
 Valid From: 02/11/2014  
 Valid To: 03/13/2014  
 Contact: GEORGE CALDWELL  
 Email: george.caldwell@graybar.com

### Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
<b>Notes: US COMMUNITIES MA-IS-134023Y</b>							
<b>DIR-SDD-1464</b>							
400	128 EA	TECH DATA	10B4CT01WW		\$750.00	1	\$96,000.00
***Item Note:*** Desktop TC M73_H81_ES_SFF_R							
500	128 EA	TECH DATA	60B3HAR2US		\$146.67	1	\$18,773.76
***Item Note:*** LT1713P 17IN MON LED LCD 12X10 VGA DVI							
600	128 EA	TECH DATA	0A36190		\$23.33	1	\$2,986.24
***Item Note:*** USB SOUNDBAR							
700	300 EA	TECH DATA	3682CT0		\$700.00	1	\$210,000.00
***Item Note:*** THINKPAD TABLET 2 3682CTO RX							
800	300 EA	TECH DATA	04W8319		\$100.00	1	\$30,000.00
***Item Note:*** UPG TO 3YR DEPOT							
900	300 EA	TECH DATA	04W8320		\$208.89	1	\$62,667.00
***Item Note:*** UPG TO 3YR DEPOT + 3YR TP PROTECT							
1000	300 EA	TECH DATA	0B47270		\$93.33	1	\$27,999.00
***Item Note:*** TP TAB2 BT KYBD W/ STAND US ENG							

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at [www.graybar.com](http://www.graybar.com)

24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

To: CANUTILLO ISD/COMM  
ACCOUNTS PAYABLE  
7273 BOSQUE RD  
CANUTILLO TX 79835  
Attn: TONY FLORES

Date: 02/17/2014  
Proj Name: COMP 02/11/2014  
GB Quote #: 219576530

## Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
1100	24 EA	TECH DATA	20ASCTO1WW		\$822.22	1	\$19,733.28
***Item Note:***		ThinkPad ThinkPad L440 Rx					

Total in USD (Tax not included): \$468,159.28

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at [www.graybar.com](http://www.graybar.com)

24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.



**Decision Tree Inc.**  
 306 Thunderbird  
 El Paso, Texas 79912  
 United States  
 http://www.dtreetech.com

Quotation	
<b>Date</b> Feb 17, 2014 4:22 PM MST	<b>Expiration Date</b> Mar 19, 2014
<b>Doc #</b> 17374 - rev 1 of 1	
<b>Description</b> State Comp Tech Purchase- Tablets	
<b>SalesRep</b> Holder, Wendell (P) 915-584-3419 (F) 915-833-1614	
<b>Customer Contact</b> Gatlin, Ron (P) 915-877-7426	

**Customer**  
 Canutillo Independent School District (CI0115)  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

**Bill To**  
 Canutillo Independent School District  
 Gatlin, Ron  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

**Ship To**  
 Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

<b>Customer PO:</b> None	<b>Terms:</b> Unknown	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item Description	Part #	Qty	Tax	Unit Price	Total
<b>Tablets</b>					
1 Lenovo ThinkPad Tablet 2 3682, with Digitizer Pen (stylus) Configured as below Windows 8 Professional , 32 bit Intel Atom Z2760 1.8ghz 64GB Flash, 2GB RAM 10.1" LED Backlight Touchscreen, 1366x768 HD 802.11n Bluetooth 10W AC Adapter TPT 2 Li-polymer Battery wh Custom Image Loaded 1 Yr Depot Express Warranty	3682CTO	300	No	\$649.00	\$194,700.00
					<b>Subtotal \$194,700.00</b>
<b>Tablet Warranty Options</b>					
2 Lenovo ThinkPlus Depot Repair Extended service agreement - parts and labor - 2 years ( 2nd/3rd year ) - pick-up and return	04W8319	1	No	\$94.00	\$94.00
3 Lenovo ThinkPlus Depot Repair with ThinkPad Protection (Accidental Damage) Extended service agreement - parts and labor - 2 years ( 2nd/3rd year ) - pick-up and return	04W8320	1	No	\$195.00	\$195.00
4 Computrace for Lenovo Tablets Standard Edition Subscription license ( 3 years ) - 1 license - Win	55Y9980	1	No	\$49.00	\$49.00
					<b>Subtotal \$338.00</b>
<b>Other Tablet Options</b>					
5 Lenovo ThinkPad Tablet 2 Bluetooth Keyboard with Stand Keyboard - Bluetooth - English - US - for ThinkPad Tablet 2	0B47270	1	No	\$89.00	\$89.00
6 Lenovo ThinkPad Tablet 2 Sleeve Protective sleeve for web tablet - black, red - for ThinkPad Tablet 2	0A33902	1	No	\$31.00	\$31.00
					<b>Subtotal \$120.00</b>
					<b>Subtotal: \$195,158.00</b>
					<b>Tax (0.000%): \$0.00</b>
					<b>Shipping: \$0.00</b>
					<b>Total: \$195,158.00</b>

Woman Owned/Texas HUB  
 #1742538104700  
 Federal CAGE CODE: 5R7D3  
 New Mexico SWREC Contract 2010-05-24  
 HP Texas Department of Information



7503 Standish Place  
Rockville, MD 20855

## QUOTATION

Quote # 23591918.01

PLEASE REFER TO THE ABOVE  
QUOTE NUMBER WHEN ORDERING

Date: February 10, 2014

Valid through: March 12, 2014

Account #: 5944054/12962953

Account Executive: David Schechter  
Phone: (800) 800-0019 ext. 33092  
Fax: (603) 683-1476  
Email: dschechter@govconnection.com

### QUOTE PROVIDED TO:

AB#: 5944054  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
ACCOUNTS PAYABLE  
PO BOX 440  
CANUTILLO, TX 79835

### SHIP TO:

AB#: 11606569  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
7965 ARTCRAFT RD  
ISD WAREHOUSE  
EL PASO, TX 79932

DELIVERY		FOB		TERMS		CONTRACT ID #	
1-30 Days A/R/O		Destination		NET 30			
* Line #	Qty	Item #	Manuf. Part #	Description	Price	Ext	
1	1		3682CTO	ThinkPad ThinkPad Tablet 2 W/ Stylus	\$651.53	\$651.53	
2				Warranty Options		\$0.00	
3	1	13095125	04W8319	Upgrades to 3-year Depot Service Lenovo Think Plus/service	\$96.96	\$96.96	
4	1	13095141	04W8320	Upgrades to 3-year Depot Service + ThinkPad Protection Lenovo Thinkpad Protection/services	\$202.54	\$202.54	
5				Case		\$0.00	
6	1	14970761	0A33902	Protective Sleeve for Thinkpad Tablet 2 Lenovo Features and Options	\$30.83	\$30.83	
7				Keyboard		\$0.00	
8	1	14971211	0B47270	Bluetooth Keyboard w/ Stand for Thinkpad Tablet 2 Lenovo Features and Options	\$94.53	\$94.53	
Lines: 5					Total Merchandise	\$1,076.39	
					Fee		
					Ship Via: Small Pkg Ground Service Level	4. pounds	
					Shipping and Handling	\$0.00	
					Tax		
					<b>TOTAL</b>	<b>\$1,076.39</b>	
					* Lease for as low as:		



3350 WEST EARLL DRIVE  
 PHOENIX AZ 85017-5242  
 Phone: 602-269-2131  
 Fax: 602-233-2351

To: CANUTILLO ISD/COMM  
 ACCOUNTS PAYABLE  
 7273 BOSQUE RD  
 CANUTILLO TX 79835  
 Attn: TONY FLORES  
 Phone: 915-877-3726  
 Fax:  
 Email:

Date: 02/17/2014  
 Proj Name: **COMP 02/11/2014**  
 GB Quote #: **219576530**  
 Valid From: 02/11/2014  
 Valid To: 03/13/2014  
 Contact: GEORGE CALDWELL  
 Email: george.caldwell@graybar.com

### Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
<b>Notes: US COMMUNITIES MA-IS-134023Y</b>							
<b>DIR-SDD-1464</b>							
400	128 EA	TECH DATA	10B4CT01WW		\$750.00	1	\$96,000.00
***Item Note:*** Desktop TC M73_H81_ES_SFF_R							
500	128 EA	TECH DATA	60B3HAR2US		\$146.67	1	\$18,773.76
***Item Note:*** LT1713P 17IN MON LED LCD 12X10 VGA DVI							
600	128 EA	TECH DATA	0A36190		\$23.33	1	\$2,986.24
***Item Note:*** USB SOUNDBAR							
700	300 EA	TECH DATA	3682CT0		\$700.00	1	\$210,000.00
***Item Note:*** THINKPAD TABLET 2 3682CTO RX							
800	300 EA	TECH DATA	04W8319		\$100.00	1	\$30,000.00
***Item Note:*** UPG TO 3YR DEPOT							
900	300 EA	TECH DATA	04W8320		\$208.89	1	\$62,667.00
***Item Note:*** UPG TO 3YR DEPOT + 3YR TP PROTECT							
1000	300 EA	TECH DATA	0B47270		\$93.33	1	\$27,999.00
***Item Note:*** TP TAB2 BT KYBD W/ STAND US ENG							

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at [www.graybar.com](http://www.graybar.com)

24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill.

Unless noted the estimated ship date will be determined at the time of order placement.

**SALES QUOTE**

GovConnection, Inc.  
7503 Standish Place  
Rockville, MD 20855

**Account Executive:** David Schechter  
**Phone:** (800) 800-0019 ext. 33092  
**Fax:** (603) 683-1476  
**Email:** dschechter@govconnection.com

**# 23598221.01**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 2/19/2014  
**Valid Through:** 3/21/2014  
**Account #:** 944054/12962953

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Roberta Guilfoil  
**Email:** rguilfoil@canutillo-isd.org

**Phone:** (915) 877-7460  
**Fax:** (915) 877-7418

**QUOTE PROVIDED TO:**

**SHIP TO:**

AB#: 5944054 CANUTILLO INDEPENDENT SCHOOL DISTRICT ACCOUNTS PAYABLE PO BOX 440 CANUTILLO, TX 79835  (915) 877-7430	AB#: 11606569 CANUTILLO INDEPENDENT SCHOOL DISTRICT 7965 ARTCRAFT RD ISD WAREHOUSE EL PASO, TX 79932  (915) 877-7430	<b>Sub Total</b> \$ 588.63
		<b>Fee</b>
		<b>Ship Via</b> <small>Small Pkg Ground Service Level</small>
		<b>Shipping and Handling</b>
		<b>Tax</b>
		<b>Total</b> \$ 588.63

<b>DELIVERY</b> 1-30 Days A/R/O	<b>FOB</b> Destination	<b>TERMS</b> NET 30	<b>CONTRACT ID#</b>
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* Line #	Qty	Item #	Manuf. Part #	Description	Manuf.	Price	Ext
1	1	16298454	V11H578020	Powerlite 99W WXGA 3LCD Projector, 3000 Lumens, White Epson Projectors	Epson Projectors	\$ 588.63	\$ 588.63
							\$ 588.63

# Desert Communications Inc. (NETF)

Desert Communications Inc.  
 7100 Westwind Suite 300  
 El Paso, TX 79912  
 Phone: (915) 584-1287 Fax: (915) 581-7697

**Quotation# 001696**

Account ID <b>CAISD</b>	Contact <b>Roberta Guilfoil</b>	
Customer PO <b>None</b>	Telephone <b>(915) 877-7745</b>	Facsimile <b>(915) 877-7418</b>

Bill To:

**Canutillo Ind Sch Dist**  
 Accounts Payable  
 P.O. Box 440  
 Canutillo, TX 79835

Ship To:

**Canutillo Ind Sch Dist**  
 7965 Artcraft  
 El Paso, TX 79932

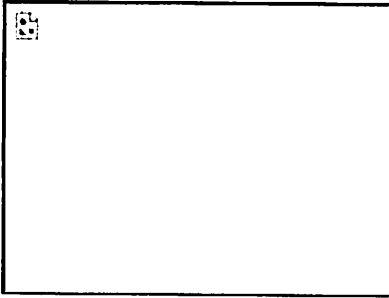
Special Order  Drop Ship

Quote Date <b>02/18/2014</b>	Comments <b>Epson POWERLITE 99W</b>			Special Instructions		Terms <b>NET 30</b>
Ship Via <b>GROUND</b>	Date Required <b>02/18/2014</b>	FOB <b>Your Location</b>	Prepared By <b>AP</b>	Order#	Salesperson <b>Sarah Cancellare</b>	
Quantity	Item#	Description			Price	Total
18	V11H578020	Epson PowerLite 99W LCD Projector 3LCD WXGA 3000 LUMENS 8.9LBS F/1.58 - 1.72 - SECAM, NTSC, PAL - 1280 x 800 - WXGA - 10,000:1 - 3000 lm - HDMI - USB - VGA In - Ethernet - 294 W - 2 Year Warranty			\$698.00	\$12,564.00

**Comments**  
 This quote valid for only 30 days from date of quote unless otherwise stated.

<b>Sub Total</b>	<b>\$12,564.00</b>
<b>EXMT 0% Tax</b>	<b>\$0.00</b>
<b>Freight</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$12,564.00</b>
<b>Deposit</b>	<b>\$0.00</b>
<b>Balance</b>	<b>\$12,564.00</b>

Approved By: \_\_\_\_\_ Date \_\_\_\_\_



**Plan B Networks, Inc**  
 1120 Industrial Park Road  
 Suite 101  
 Espanola, New Mexico 87532  
 United States  
<http://www.planbnet.com>

# Quotation

**Date**  
 Feb 19, 2014 9:13 AM MST  
**Doc #**  
 12080 - rev 1 of 1  
**Description**  
 Epson Powerlite 99W  
**SalesRep**  
 Mares, Juan  
 (P) 915-774-0207  
 (F) 915-599-0232  
**Customer Contact**  
 Flores, Tony  
 (P) 915-877-7474  
[tony.flores@canutillo-isd.org](mailto:tony.flores@canutillo-isd.org)

**Customer**

Canutillo Independent School District (CI0097)  
 / Juan Mares  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7400

**Bill To**

Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

**Ship To**

Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

**Customer PO:**

None

**Terms:**

Undefined

**Ship Via:**

UPS Ground

**Special Instructions:**

None

**Carrier Account #:**

None

Item Description	Part #	Qty	Tax	Unit Price	Total
Epson PowerLite 99W					
1 LCD projector - 3000 lumens - 1280 x 800 - widescreen - HD 720p - LAN	V11H578020	1	No	\$746.00	\$746.00



Subtotal: \$746.00  
 Tax (8.250%): \$0.00  
 Shipping: \$21.00  
**Total: \$767.00**

**NOTE: PRICES ARE GOOD FOR 30 DAYS**

Thank you for allowing us to send you a quotation. If you have any questions or have any special needs please contact us.

Plan B GSA#: GS-35F-0057U  
 Plan B CAGE/NCAGE#: 38LV8  
 Plan B DUNS#: 19-285-6248  
 Plan B NM Contractor?s License#:92595



7503 Standish Place  
Rockville, MD 20855

## QUOTATION

Quote # 23591896.01

PLEASE REFER TO THE ABOVE  
QUOTE NUMBER WHEN ORDERING

Date: February 10, 2014

Valid through: March 12, 2014

Account #: 5944054/12962953

Account Executive: David Schechter  
Phone: (800) 800-0019 ext. 33092  
Fax: (603) 683-1476  
Email: dschechter@govconnection.com

### QUOTE PROVIDED TO:

AB#: 5944054  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
ACCOUNTS PAYABLE  
PO BOX 440  
CANUTILLO, TX 79835

### SHIP TO:

AB#: 11606569  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
7965 ARTCRAFT RD  
ISD WAREHOUSE  
EL PASO, TX 79932

DELIVERY		FOB		TERMS		CONTRACT ID #	
1-30 Days A/R/O		Destination		NET 30			
* Line #	Qty	Item #	Manuf. Part #	Description	Price	Ext	
1	1	8073757	VIS3AFPLS	AverVision 300AF+ Document Camera Aver Information	\$501.62	\$501.62	
2						\$0.00	
	Lines: 1					Total Merchandise	\$501.62
						Fee	
						Ship Via: Small Pkg Ground Service Level	10. pounds
						Shipping and Handling	\$0.00
						Tax	
						<b>TOTAL</b>	<b>\$501.62</b>

# Desert Communications Inc. (NETF)

Desert Communications Inc.  
 7100 Westwind Suite 300  
 El Paso, TX 79912  
 Phone: (915) 584-1287 Fax: (915) 581-7697

**Quotation# 001701**

Account ID <b>CAISD</b>	Contact <b>Roberta Guilfoil</b>	
Customer PO <b>None</b>	Telephone <b>(915) 877-7745</b>	Facsimile <b>(915) 877-7418</b>

**Bill To:**

**Canutillo Ind Sch Dist**  
 Accounts Payable  
 P.O. Box 440  
 Canutillo, TX 79835

**Ship To:**

**Canutillo Ind Sch Dist**  
 7965 Artcraft  
 El Paso, TX 79932

Special Order  Drop Ship

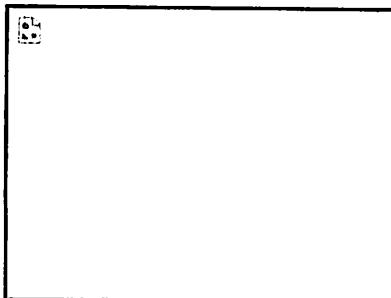
Quote Date <b>02/20/2014</b>	Comments <b>Aver Vision 300AF+</b>			Special Instructions		Terms <b>NET 30</b>
Ship Via <b>GROUND</b>	Date Required <b>02/20/2014</b>	FOB <b>Your Location</b>	Prepared By <b>AP</b>	Order#	Salesperson <b>Sarah Cancellare</b>	

Quantity	Item#	Description	Price	Total
18	VIS3AFPLS	<b>Aver Vision 300AF+</b> Product Type: Document Camera Image Sensor: 0.50" Color CMOS Resolution: 3.2 Megapixel Video Signals: Composite Video, S-Video Video System: NTSC, PAL Focal Length: 3 mm Platform Supported: PC, Mac Interfaces/Ports: 1 x RCA Composite Video Out Input Voltage: 110 V AC, 220 V AC Weight (Approximate): 4.41 lb Package Contents: AVerVision 300AF+ Document Camera, User Manual, Remote Control, Driver CD, Anti-glare Sheet, RCA Cable, S-Video Cable, S-Video/RS-232 Cable, Power Adapter, Power Cord, VGA Cable, USB Cable	\$530.00	\$9,540.00

**Comments**  
 This quote valid for only 30 days from date of quote unless otherwise stated.

<b>Sub Total</b>	<b>\$9,540.00</b>
<b>EXMT 0% Tax</b>	<b>\$0.00</b>
<b>Freight</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$9,540.00</b>
<b>Deposit</b>	<b>\$0.00</b>
<b>Balance</b>	<b>\$9,540.00</b>

Approved By: \_\_\_\_\_ Date \_\_\_\_\_



**Plan B Networks, Inc**  
 1120 Industrial Park Road  
 Suite 101  
 Espanola, New Mexico 87532  
 United States  
<http://www.planbnet.com>

# Quotation

**Date**  
 Feb 19, 2014 9:04 AM MST

**Doc #**  
 12079 - rev 1 of 1

**Description**  
 AverVision 300AF

**SalesRep**  
 Mares, Juan  
 (P) 915-774-0207  
 (F) 915-599-0232

**Customer Contact**  
 Flores, Tony  
 (P) 915-877-7474  
[tony.flores@canutillo-isd.org](mailto:tony.flores@canutillo-isd.org)

**Customer**

Canutillo Independent School District (CI0097)  
 / Juan Mares  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7400

**Bill To**

Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

**Ship To**

Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

**Customer PO:**

None

**Terms:**

Undefined

**Ship Via:**

UPS Ground

**Special Instructions:**

None

**Carrier Account #:**

None

Item	Description	Part #	Qty	Tax	Unit Price	Total
1	AVerVision 300AF+ Document camera - color ( Day&Night ) - USB - DC 12 V	VIS3AFPLS	1	No	\$509.00	\$509.00

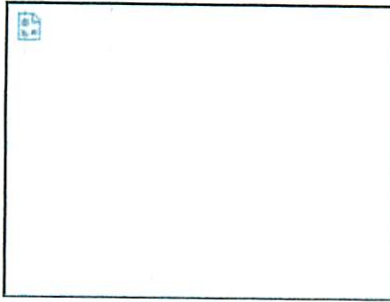


Subtotal: \$509.00  
 Tax (8.250%): \$0.00  
 Shipping: \$21.00  
**Total: \$530.00**

NOTE: PRICES ARE GOOD FOR 30 DAYS

Thank you for allowing us to send you a quotation. If you have any questions or have any special needs please contact us.

Plan B GSA#: GS-35F-0057U  
 Plan B CAGE/NCAGE#: 38LV8  
 Plan B DUNS#: 19-285-6248  
 Plan B NM Contractor's License#:92595  
 Plan B New Mexico CRS#: 03-031563-00-8



**Plan B Networks, Inc**  
 1120 Industrial Park Road  
 Suite 101  
 Espanola, New Mexico 87532  
 United States  
<http://www.planbnet.com>

# Quotation

**Date**  
 Feb 25, 2014 3:58 PM MST

**Doc #**  
 12111 - rev 1 of 1

**Description**  
 Cart for Web Tablets

**SalesRep**  
 Mares, Juan  
 (P) 915-774-0207  
 (F) 915-599-0232

**Customer Contact**  
 Guilsfoil, Roberta

[rguilfoil@canutillo-isd.org](mailto:rguilfoil@canutillo-isd.org)

**Customer**

Canutillo Independent School District (CI0097)  
 / Juan Mares  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7400

**Bill To**

Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

**Ship To**

Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

**Customer PO:**

None

**Terms:**

Undefined

**Ship Via:**

UPS Ground

**Special Instructions:**

None

**Carrier Account #:**

None

Item Description	Part #	Qty	Tax	Unit Price	Total
<b>Bretford Basics 36 Unit Tablet Cart</b>					
1 <b>MDMTAB36BP</b> Cart for 36 web tablets - steel - aluminum, concrete powder	MDMTAB36BP-CTAL	1	No	\$1,925.00	\$1,925.00
<b>Anthro Tablet Charging Cart, Standard</b>					
2 Cart for 40 web tablets - steel - silver satin, polar white, powder coat - for Apple iPad (3rd generation); iPad 1; 2	TAB40SS/PW4	1	No	\$999.00	\$999.00



Subtotal: \$2,924.00  
 Tax (8.250%): \$0.00  
 Shipping: \$175.00  
**Total: \$3,099.00**

NOTE: PRICES ARE GOOD FOR 30 DAYS

Thank you for allowing us to send you a quotation. If you have any questions or have any special needs please contact us.



**Decision Tree Inc.**  
 306 Thunderbird  
 El Paso, Texas 79912  
 United States  
<http://www.dtreotech.com>

Quotation	
<b>Date</b> Feb 25, 2014 12:09 PM MST	<b>Expiration Date</b> Mar 27, 2014
<b>Doc #</b> 17469 - rev 1 of 1	
<b>Description</b> Mobile Carts	
<b>SalesRep</b> Holder, Wendell (P) 915-584-3419 (F) 915-833-1614	
<b>Customer Contact</b> Gatlin, Ron (P) 915-877-7426	

**Customer**  
 Canutillo Independent School District (CI0115)  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

**Bill To**  
 Canutillo Independent School District  
 Gatlin, Ron  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

**Ship To**  
 Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

<b>Customer PO:</b> None	<b>Terms:</b> Unknown	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item Description	Part #	Qty	Tax	Unit Price	Total
<b>Mobile Charging Carts</b>					
1 Bretford Basics 36 Unit Tablet Charging Cart MDMTAB36BP Cart for 36 web tablets - steel - aluminum, concrete powder	MDMTAB36BP-CTAL	1	No	\$1,815.00	\$1,815.00
2 Anthro Tablet Charging Cart, Standard Cart for 40 web tablets - steel - silver satin, polar white, powder coat - for Apple TAB40SS/PW4 iPad (3rd generation); iPad 1; 2		1	No	\$1,099.00	\$1,099.00

Subtotal: \$2,914.00  
 Tax (0.000%): \$0.00  
 Shipping: \$0.00  
**Total: \$2,914.00**

Woman Owned/Texas HUB  
 #1742538104700  
 Federal CAGE CODE: 5R7D3  
 New Mexico SWREC Contract 2010-05-24  
 HP Texas Department of Information  
 Resources  
 Contract for Products and Related Services,  
 number DIR-SDD-1364 (Texas DIR  
 Contract)  
 Brocade Communications State of Texas DIR  
 Contract No. DIR-SDD-1474,  
 GSA Contract# GS-35F-0143R Expires:  
 11/28/2014  
 Dell Texas DIR Contract (DIR-SDD-1951-TX)  
 Lenovo Texas DIR Contract (DIR-SDD-2030-TX)  
 -  
 Contract code: OF53AFM  
 Region XVIII Purchasing Cooperative  
 Computer Hardware and Software

**SALES QUOTE**

GovConnection, Inc.  
7503 Standish Place  
Rockville, MD 20855

**Account Executive:** David Schechter  
**Phone:** (800) 800-0019 ext. 33092  
**Fax:** (603) 683-1476  
**Email:** dschechter@govconnection.com

**# 23602663.01**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 2/26/2014  
**Valid Through:** 3/28/2014  
**Account #:** 944054/12962953

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Roberta Guilfoil  
**Email:** rguilfoil@canutillo-isd.org

**Phone:** (915) 877-7460  
**Fax:** (915) 877-7418

**QUOTE PROVIDED TO:**

**SHIP TO:**

AB#: 5944054 CANUTILLO INDEPENDENT SCHOOL DISTRICT ACCOUNTS PAYABLE PO BOX 440 CANUTILLO, TX 79835  (915) 877-7430	AB#: 11606569 CANUTILLO INDEPENDENT SCHOOL DISTRICT 7965 ARTCRAFT RD ISD WAREHOUSE EL PASO, TX 79932  (915) 877-7430	<b>Sub Total</b> \$ 1,046.72
		<b>Fee</b>
		<b>Ship Via</b> Heavy Weight Ground
		<b>Shipping and Handling</b>
		<b>Tax</b>
		<b>Total</b> \$ 1,046.72

\*Lease for as low as: \$35.09/Mo.

<b>DELIVERY</b> 1-30 Days A/R/O	<b>FOB</b> Destination	<b>TERMS</b> NET 30	<b>CONTRACT ID#</b>
------------------------------------	---------------------------	------------------------	---------------------

* Line #	Qty	Item #	Manuf. Part #	Description	Manuf.	Price	Ext
1	1	13818194	TAB40SS/PW4	Tablet Charging Cart, 40 Unit Anthro	Anthro	\$ 1,046.72	\$ 1,046.72
							\$ 1,046.72



7503 Standish Place  
Rockville, MD 20855

## QUOTATION

Quote # 23591892.01

PLEASE REFER TO THE ABOVE  
QUOTE NUMBER WHEN ORDERING

Date: February 10, 2014

Valid through: March 12, 2014

Account #: 5944054/12962953

Account Executive: David Schechter  
Phone: (800) 800-0019 ext. 33092  
Fax: (603) 683-1476  
Email: dschechter@govconnection.com

### QUOTE PROVIDED TO:

AB#: 5944054  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
ACCOUNTS PAYABLE  
PO BOX 440  
CANUTILLO, TX 79835

### SHIP TO:

AB#: 11606569  
CANUTILLO INDEPENDENT SCHOOL  
DISTRICT  
7965 ARTCRAFT RD  
ISD WAREHOUSE  
EL PASO, TX 79932

DELIVERY		FOB		TERMS		CONTRACT ID #	
1-30 Days A/R/O		Destination		NET 30			
* Line #	Qty	Item #	Manuf. Part #	Description	Price	Ext	
1	1	13312927	1762262	MimioTeach Interactive Whiteboard System Mimio	\$864.84	\$864.84	
	Lines: 1				Total Merchandise	\$864.84	
					Fee		
					Ship Via: Small Pkg Ground Service Level	4. pounds	
					Shipping and Handling	\$0.00	
					Tax		
					<b>TOTAL</b>	<b>\$864.84</b>	

**Desert Communications Inc.**

7100 Westwind  
 Suite 300  
 El Paso, TX 79912  
 Phone: (915) 584-1287 Fax: (915) 581-7697

**Quotation# 029139**

Account ID <b>CAISD</b>	Contact <b>Tony Flores</b>	
Customer PO <b>None</b>	Telephone <b>(915) 877-7745</b>	Facsimilie <b>(915) 877-7418</b>

**Bill To:**

**Canutillo Ind Sch Dist**  
 Accounts Payable  
 P.O. Box 440  
 Canutillo, TX 79835

**Ship To:**

**Canutillo Ind Sch Dist**  
 7965 Artcraft  
 El Paso, TX 79932

Special Order  Drop Ship

Quote Date <b>02/07/2014</b>	Comments <b>MimioTeach</b>		Special Instructions <b>TCPN : R5108</b>			Terms <b>NET 30</b>
Ship Via <b>GROUND</b>	Date Required <b>02/07/2014</b>	FOB <b>Your Location</b>	Prepared By <b>AP</b>	Order#	Salesperson <b>Sarah Cancellare</b>	
Quantity	Item#	Description			Price	Total
5	1762262	<b>Mimio Teach</b> MimioTeach bar, Integrated wireless, USB micro-B cable (16 Feet/5 meters), 5 V 500 mA USB power supply, Rechargeable stylus, Magnetically attaches.			\$799.00	\$3,995.00
1	<b>FREIGHT-</b>	<b>Freight Charges</b>			\$79.90	\$79.90

**Comments**  
 This quote valid for only 30 days from date of quote unless otherwise stated.

<b>Sub Total</b>	<b>\$4,074.90</b>
<b>EXMT 0% Tax</b>	<b>\$0.00</b>
<b>Freight</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$4,074.90</b>
<b>Deposit</b>	<b>\$0.00</b>
<b>Balance</b>	<b>\$4,074.90</b>

Approved By: \_\_\_\_\_ Date \_\_\_\_\_



# Canutillo Independent School District

7965 Arcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: March 6, 2014

SUBJECT: Approval of Purchase of Desktop Computers for the CHS TLC Lab

---

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the purchase of 68 desktop computers for the CHS TLC Lab in the total amount of \$68,110.00. The DIR SDD-2030-TX Purchasing Cooperative Contract will be utilized for this purchase.

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the purchase of 68 desktop computers for the CHS TLC Lab in the total amount of \$68,110.00, utilizing the DIR SDD-2030-TX Purchasing Cooperative Contract as presented.

*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.*

*El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.*



# Request for Board Agenda Item

## Purchasing Department

Date: 03/05/2014

Campus/Department: Canutillo High School

Vendor Name: Decision Tree Technologies

Total Cost: \$68,110.00

### Item Description and Justification for Purchase:

Lenovo ThinkCentre M73, Small Form Factor


Windows 7 Professional, 64 bit

CPU's will be purchased to update the TLC lab for credit recovery and library labs used by risk students at Canutillo High School.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Participating Schools/Departments: Canutillo High School

Funding Source: 185.11.6398.00.001.30  
*(Account number to charge)*


Dino M. Coronado  03/05/2014  
Campus/Department Administrator Date Signed

\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*

-----  
*(To be completed by the Financial Services Division)*

Purchasing Method: DIR-SDD-2030-TX PURCHASING COOP CONTRACT

 3/6/14  
Purchasing Agent Date Signed

 3/6/14  
Executive Director of Financial Services Date Signed



# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved  Denied

Comment: \_\_\_\_\_  
Signature: *M. Aguirre* Date: 3/6/14

## Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: *Ana P. Zuniga* Date: 3-6-14

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Legal Review

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Purchasing

Approved  Denied

Comment: \_\_\_\_\_  
Signature: *[Signature]* Date: 3/6/14



Decision Tree Inc.  
 306 Thunderbird  
 El Paso, Texas 79912  
 United States  
 http://www.dtreetech.com

**Quotation**

**Date**  
 Feb 17, 2014 4:20 PM  
 MST

**Expiration Date**  
 Mar 19, 2014

**Doc #**  
 17373 - rev 1 of 1

**Description**  
 State Comp Tech Purchase- Desktops

**SalesRep**  
 Holder, Wendell  
 (P) 915-584-3419  
 (F) 915-833-1614

**Customer Contact**  
 Gatlin, Ron  
 (P) 915-877-7426



**Customer**  
 Canutillo Independent School District (CI0115)  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

**Bill To**  
 Canutillo Independent School District  
 Gatlin, Ron  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

**Ship To**  
 Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Rd.  
 El Paso, Texas 79932  
 (P) 915-877-7423

**Customer PO:**  
 None

**Terms:**  
 Unknown

**Ship Via:**  
 FedEx Ground

**Special Instructions:**  
 None

**Carrier Account #:**  
 None

Item Description	Part #	Qty	Tax	Unit Price	Total
<b>Desktops and Monitors (and Soundbar)</b>					
1 Lenovo ThinkCentre M73, Small Form Factor Configured as below Windows 7 Professional, 64 bit Intel i5-4570 3.2ghz, 6m cache 4GB, PC3-12800 DDR3 UDIMM 500GB 7200RPM SATA Drive Nvidia 620 1GB Video Card DVD Recordable W7 Pro USB Optical Mouse and Keyboard Integrated Audio Custom Image Loaded 3 Yr. Onsite Service	10B4CTO1WW	128	No	\$695.00	\$88,960.00
2 Lenovo ThinkVision LT1713p LED monitor - 17" - 1280 x 1024 - TN - 250 cd/m2 - 1000:1 - 5 ms - business black	60B3HAR2US	128	No	\$135.00	\$17,280.00
3 Speakers - for PC - USB - 2.5 Watt (total) - for Lenovo LS2023, ThinkVision LS2223, LT1712, LT1913, LT1953, LT2013, LT2223, LT2423, LT3053	0A36190	128	No	\$22.00	\$2,816.00

CPU only

98 68,110

Subtotal: \$109,056.00  
 Tax (0.000%): \$0.00  
 Shipping: \$0.00  
**Total: \$109,056.00**

Woman Owned/Texas HUB  
 #1742538104700  
 Federal CAGE CODE: 5R7D3  
 New Mexico SWREC Contract 2010-05-24  
 HP Texas Department of Information Resources  
 Contract for Products and Related Services,  
 number DIR-SDD-1364 (Texas DIR Contract)  
 Brocade Communications State of Texas DIR  
 Contract No. DIR-SDD-1474,  
 GSA Contract# GS-35F-0143R Expires:  
 11/28/2014  
 Dell Texas DIR Contract (DIR-SDD-1951-TX)  
 Lenovo Texas DIR Contract (DIR-SDD-2030-TX)  
 Contract code: OF53AFM



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: February 5, 2014

SUBJECT: Approval of Contract for Video Surveillance Project

---

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the contract for the video surveillance project with Plan B Networks for the district. The total cost of the entire project is not to exceed \$250,000.00. Please find attached quotations, backup information and funding source letter.

### ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the contract for the video surveillance project with Plan B Networks for the district. The total cost of the entire project is not to exceed \$250,000.00 as presented.

*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.*

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# Request for Board Agenda Item

Purchasing Department

Date: 2/4/14

Campus/Department: Human Resources Division /  
School Resources Division-Technology Services

Vendor Name: Plan B Networks, Inc.

Total Cost: Total Cost Not To Exceed \$250,000.00

### Item Description and Justification for Purchase:

CISD Video Surveillance Project-  
Install a centralized surveillance system with management software for easy administration and expandability to:  
1. Monitor all facilities throughout the district utilizing cost effective resources and providing better response times  
to security issues by centralizing all surveillance equipment.  
2. Reduce the risk of placing the District in an unsafe environment for staff and students.

Participating Schools/Departments: District Wide

Funding Source: 691.81.6629.73.999.99  
(Account number to charge)

[Signature] [Signature] 2/18/2014  
 Campus/Department Administrator Date Signed  
 \*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*

(To be completed by the Financial Services Division)

Purchasing Method: REGION 19 PURCHASING COOP CONTRACT #14-6993

[Signature] 3/6/14  
 Purchasing Agent Date Signed

[Signature] 3/6/14  
 Executive Director of Financial Services Date Signed



# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved  Denied

Comment: \_\_\_\_\_  
Signature: Martha Aguiar Date: 2/5/14

## Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Legal Review

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Purchasing

Approved  Denied

Comment: \_\_\_\_\_  
Signature: [Signature] Date: 2/5/14

# BUSINESS CASE

## Canutillo Independent School District Centralized Surveillance System

VERSION: 1.00

REVISION DATE: 1/29/2014

*Approval of the Business Case indicates an understanding of the purpose and content described in this deliverable. Approval of the Business Case constitutes approval of the business case analysis results and hereby certifies the overall accuracy, viability, and defensibility of the content and estimates. By signing this deliverable, each individual agrees the proposed business solution has been analyzed effectively as described herein.*

Institution Head		
Dr. Pedro Galaviz	<a href="mailto:pgalaviz@canutillo-isd.org">pgalaviz@canutillo-isd.org</a>	[915-877-7444]
Signature		Date

Executive Sponsor		
Martha Carrasco	<a href="mailto:mcarrasco@canutillo-isd.org">mcarrasco@canutillo-isd.org</a>	[915-877-7423]
Signature		Date

Project Manager		
Tony Flores	<a href="mailto:Tony.flores@canutillo-isd.org">Tony.flores@canutillo-isd.org</a>	[915-877-7474]
Signature		Date

Project Sponsor/Subject Matter Expert		
Mike Gonzales	<a href="mailto:mjgonzales@canutillo-isd.org">mjgonzales@canutillo-isd.org</a>	[915-877-7428]
Signature		Date

IT Team Lead		
Claudia Olivera	<a href="mailto:colivera@canutillo-isd.org">colivera@canutillo-isd.org</a>	[915-877-7566]
Signature		Date

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# BUSINESS CASE

## Canutillo Independent School District Centralized Surveillance System

VERSION: 1.00

REVISION DATE: 1/29/2014

*Approval of the Business Case indicates an understanding of the purpose and content described in this deliverable. Approval of the Business Case constitutes approval of the business case analysis results and hereby certifies the overall accuracy, viability, and defensibility of the content and estimates. By signing this deliverable, each individual agrees the proposed business solution has been analyzed effectively as described herein.*

Institution Head		
Dr. Pedro Galaviz	<a href="mailto:pgalaviz@canutillo-isd.org">pgalaviz@canutillo-isd.org</a>	[915-877-7444]
Signature		Date

Executive Sponsor		
Martha Carrasco	<a href="mailto:mcarrasco@canutillo-isd.org">mcarrasco@canutillo-isd.org</a>	[915-877-7423]
Signature		Date

Project Manager		
Tony Flores	<a href="mailto:Tony.flores@canutillo-isd.org">Tony.flores@canutillo-isd.org</a>	[915-877-7474]
Signature		Date

Project Sponsor/Subject Matter Expert		
Mike Gonzales	<a href="mailto:mjgonzales@canutillo-isd.org">mjgonzales@canutillo-isd.org</a>	[915-877-7428]
Signature		Date

IT Team Lead		
Claudia Olivera	<a href="mailto:colivera@canutillo-isd.org">colivera@canutillo-isd.org</a>	[915-877-7566]
Signature		Date

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## **Section 1. Executive Summary**

### **1.1 Issue**

⇒24/7 surveillance is not available to cover all facilities within Canutillo ISD in a centralized environment to provide a safe environment for students and staff.

### **1.2 Anticipated Outcomes**

⇒To have 24/7 centralized district-wide surveillance utilizing less human resources and becoming a central monitoring station for all fire and intruder alarms.

### **1.3 Recommendation**

⇒ The solution will be to install a centralized surveillance system with management software for easy administration and expandability.

- I. Conversion of existing analog surveillance cameras to digital
- II. Additional installation of IP cameras at critical locations at all facilities
- III. Construction of central monitoring room
- IV. Training for key system operators

### **1.4 Justification**

⇒To monitor all facilities throughout the District utilizing cost effective resources and providing better response times to security issues by centralizing all surveillance equipment.

⇒ The dismissal of this project will place the District in an unsafe environment for staff and students, in addition to increasing the need for additional human capital to physically monitor each facility.

### **1.5 Assumptions**

⇒Executive level support will exist

⇒Policies and procedures will be developed

⇒Resources will be available upon implementation

### **1.6 Limitations**

⇒Lack of stakeholder buy in

⇒Funds availability

⇒Limited resources

## Section 2. Governance and Business Case Analysis Team

### 2.1 Governance

⇒IT Governance processes and structures in development within CISD

### 2.2 Business Case Analysis Team Members

Role	Description	Name/Title
Project Manager	Infrastructure integration, Schedule, Scope and Budget Management	Tony Flores/Technology Director
Project Sponsor/Subject Matter Expert	Integration of solution with the district's safety program	Mike Gonzales/Risk Mgmt. Coordinator
IT Team Lead	Process Integration	Claudia Olivera/Information Systems Analyst
Executive Sponsor	Support and enforce project from initiation to closure	Martha Carrasco/Exec. Director Human Resources

## Section 3. Problem Definition

### 3.1 Problem Statement

⇒Currently 24/7 surveillance is not available to cover all facilities within Canutillo ISD in a centralized environment to provide a safe environment for students and staff.

### 3.2 Institution and Constituent Environment

Stakeholders/Customers	Description
Exec. Director Financial Services	Budget Authority
Purchasing Agent	Monitor purchasing process
Exec. Director Human Resources	Executive support
District Employees and Students	Beneficiaries
Community	Beneficiaries

Processes/Services	Description of Modifications/Automation
All Facility Surveillance Equipment	Centralize all surveillance equipment to monitor at a centralized location via management software.

### 3.3 Current Technology Environment

#### 3.3.1 Current Software

Software Items	Description

**3.3.2 Current Hardware**

Hardware Items	Description

## Section 4. Project Overview

### 4.1 Project Description

Description of Project
<p>The solution will be to install a centralized surveillance system with management software for easy administration and expandability.</p> <ul style="list-style-type: none"> <li>I. Conversion of existing analog surveillance cameras to digital</li> <li>II. Additional installation of IP cameras at critical locations at all facilities</li> <li>III. Construction of central monitoring room</li> <li>IV. Training for key system operators</li> </ul> <p>ITD Project Sequence Number: 001</p>

### 4.2 Goals and Objectives

Business Goal/Objective	Description
District Goal 1/Object 1	Develop and implement a CISD Safety and Security Plan
Project Goal 1	Centralizing surveillance system will enhance our hazard and mitigation plan by allowing quicker identification of external threats.
District Goal 1/Objective 2	Increase and monitor safety and security prevention strategies to limit the number of bullying incidents.
Project Goal 2	Centralized surveillance will provide greater ability to visually identify bullying incidents.

### 4.3 Performance Measures

Key Process/Services	Performance Measure

### 4.4 Assumptions

⇒Executive level support will exist

⇒Policies and procedures will be developed

⇒Resources will be available upon implementation

#### 4.5 Constraints

⇒⇒Lack of stakeholder buy in

⇒Funds availability

⇒Limited resources

#### 4.6 Proposed Technology Environment

##### 4.6.1 Proposed Software

Software Item	Description

##### 4.6.2 Proposed Hardware

Hardware Item	Description

#### 4.7 Major Project Milestones

Milestones/Deliverables	Target Date
Finalized business case	
Stakeholder buy in	
Completion of phase 1 – Conversion of current equipment (central office)	
Completion of phase 2 – Installation of additional equipment	
Completion of phase 3 – Completion of centralized monitoring room	

Milestones/Deliverables	Target Date
Completion of phase 4 – Connecting existing equipment to central system (F&T, CHS, GES)	
Completion of phase 5 – Installation of new equipment at remaining facilities	

## Section 5. Project Evaluation

### 5.1 Statutory Fulfillment

Mandates Related to Project	Statutory Citations	Penalties/Funding Losses

### 5.2 Strategic Alignment

Plan	Goals/Objectives	Relationship to Project

### 5.3 CISD Impact Analysis

⇒

### 5.4 Financial Analysis

Methods: Project Cost Estimates	Estimate Factors/Underlying Assumptions
Methods: Institution and Constituent Quantitative Project Benefits	Estimate Factors/Underlying Assumptions

### 5.5 Initial Risk Consideration

Risk	Rating
Executive level support - Develop business case, identify district needs and develop a project management plan, divide project into incremental phases	High
Availability of funds - Maintain close control on project budget. Implement a cost control process and change management authorization process. Identify "must-have" and "nice-to-have" features.	High
Integration of technical solution with existing network infrastructure - Plan, design and integrate video surveillance solution to operate with existing technology.	High
Information Technology personnel working on multiple projects - Define project's task, milestones, assumptions, constrains and resources. Transfer the risk to the Technical integrators	Medium

### 5.6 Alternatives Analysis

No Project (Status Quo)	Reasons For Not Selecting Alternative
Alternative Option	Reasons For Not Selecting Alternative
Alternative Option	Reasons For Not Selecting Alternative

## Section 6. Project Selection

### 6.1 Methodology

⇒

### 6.2 Results

⇒

Summary: All Project Evaluation Factors			
Line	Factor	Maximum Rating Possible	Rating*
SF	Statutory Fulfillment	35	
SA	Strategic Alignment	45	
IA	Institution Impact Analysis	35	
FA	Financial Analysis - Government/Constituent	60	
RC	Initial Risk Consideration	45	
AA	Alternatives Analysis	30	
Total, All Project Factors		250	

\* Ratings are detailed in the Business Case Workbook.

Financial Analysis: Institution/State							
Line	Measure	Year 1	Year 2	Year 3	Year 4	Year 5	Total
RA1	Institution Benefits (Cash Inflow)						
RA2	Project Costs (Cash Outflow)						
RA3	Benefit/Cost Variance (Net Cash Flow)						
RA4	Cumulative Net Benefits (Cumulative Net Cash Flow)						
RA7	Breakeven Point (Years 1 to 10)						

Financial Analysis: Constituents							
Line	Measure	Year 1	Year 2	Year 3	Year 4	Year 5	Total
VA1	Constituent Benefits						
VA2	Project Costs						
VA3	Benefit/Cost Variance						
VA4	Cumulative Net Benefits						



## **Section 7. Glossary**

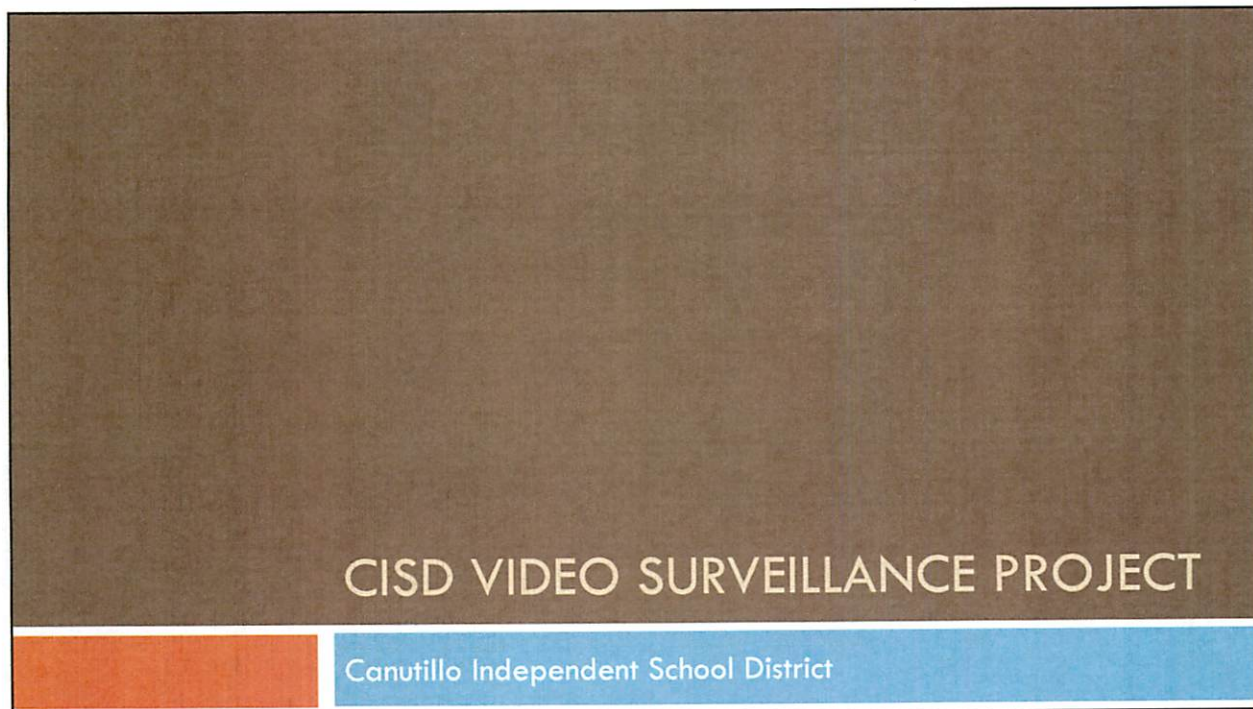
⇒

## Section 8. Revision History

Version	Date	Name	Description

## **Section 9. Appendices**

⇒



## Needs Analysis

### Problem definition:

- 24/7 surveillance is not available to cover all facilities within Canutillo ISD in a centralized environment to provide a safe environment for students and staff.

### Proposed solution:

- To install a centralized surveillance system with management software for easy administration and expandability.
  - i. Conversion of existing analog surveillance cameras to digital
  - ii. Additional installation of IP cameras at critical locations at all facilities
  - iii. Construction of central monitoring room
  - iv. Training for key system operators

## Goals and Objectives

- ❑ To monitor all facilities throughout the District utilizing cost effective resources and providing better response times to security issues by centralizing all surveillance equipment
- ❑ Reduce the risk of placing the District in an unsafe environment for staff and students
- ❑ Add additional human capital to physically monitor each facility.

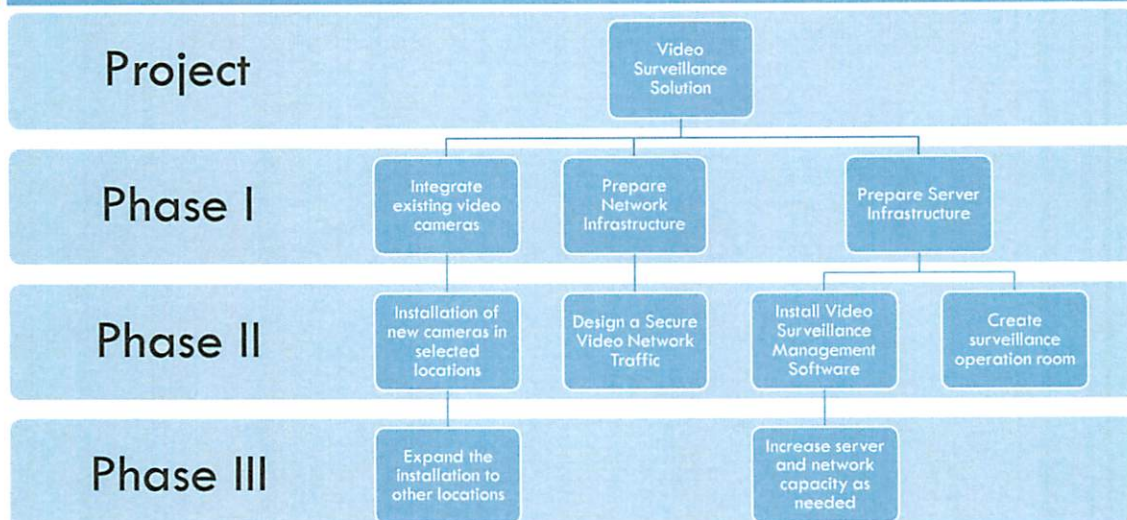
## Implementation team

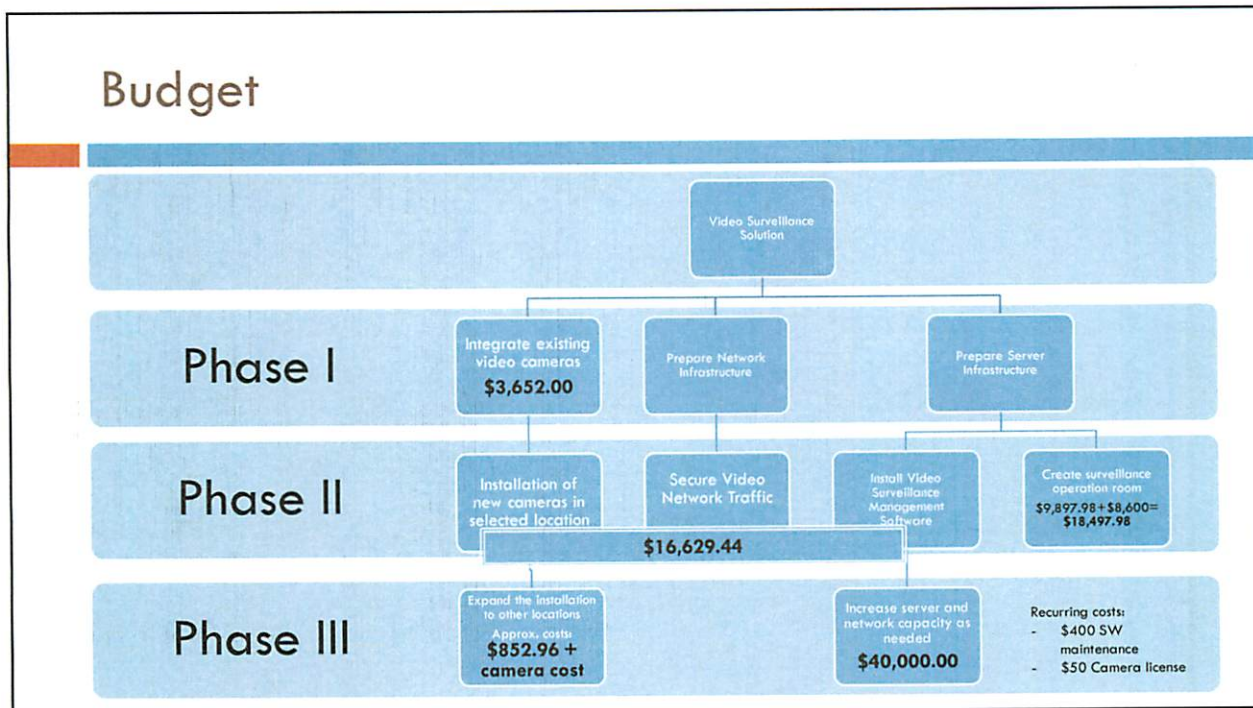
Core Team	Role	Responsibility
Mike J. Gonzales	Project Sponsor/Subject Matter Expert	Integration of solution with the district's safety program
Tony Flores	Project Manager	Infrastructure integration, Schedule, Scope and Budget Management
Claudia Olivera	IT Team Lead	Process Integration
Plan B	Technical Integrators	Design, plan and implement solution

## Risk Analysis

Risk	Impact	Trigger	Remediation plan
Executive level support	High	Late Project approval/Scope changes	Develop business case, identify district needs and develop a project management plan, divide project into incremental phases
Availability of funds	High	Budget changes/Pricing changes/Scope Changes	Maintain close control on project budget. Implement a cost control process and change management authorization process. Identify "must-have" and "nice-to-have" features.
Integration of technical solution with existing network infrastructure	High	Degradation of networking services	Plan, design and integrate video surveillance solution to operate with existing technology.
Information Technology personnel working on multiple projects	Medium	Project time and schedule negatively impacted	Define project's task, milestones, assumptions, constrains and resources. Transfer the risk to the Technical integrators

## Project work breakdown structure





## Total Budget including contingency costs

	Phase	Budgetary Cost	Risk	Probability	Contingency Cost
Conversion of existing cameras	1	\$3,652.00	Conversion issues with existing cameras = \$2,400.00	40%	\$4,612.00
Construction Room/Computer equipment	2	\$9,897.98 + \$8,600.00 = \$18,497.98	Increase construction costs, computer equipment pricing = \$1,500	30%	\$18,947.98
Installation of new cameras and management software	2	\$16,629.44	Plan changes based on facilities request and/or new needs = \$1,310.00	20%	\$16,891.44
Additional Cameras Total	3	\$55,310.00 + \$55,442.40 = \$110,752.40	Plan changes based on facilities request and/or new needs = \$45,200.00	50%	\$133,352.40
Network and Storage upgrade	3	\$40,000	Price increase, storage needs, document retention and archives needs, network upgrades = \$40,000	40%	\$56,000.00
<b>Total</b>		<b>\$172,902.38</b>			<b>\$229,803.82</b>

# Schedule

ID	Task Name	Start	Finish	Duration	Q1 14		Q2 14			Q3 14			Q4 14			
					Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	Video surveillance Solution	2/14/2014	12/26/2014	45w	[Gantt bar spanning from Feb to Dec]											
2	Phase I	2/14/2014	3/20/2014	5w	[Gantt bar from Feb to Mar]											
3	Integrate existing video cameras	2/14/2014	3/6/2014	3w	[Gantt bar from Feb to Mar]											
4	Prepare Network Infrastructure	2/14/2014	2/27/2014	2w	[Gantt bar from Feb to Mar]											
5	Prepare Server Infrastructure	2/28/2014	3/10/2014	3w	[Gantt bar from Mar to Apr]											
6	Phase II	2/28/2014	4/17/2014	7w	[Gantt bar from Mar to Apr]											
7	Installation of new cameras	3/21/2014	4/8/2014	2w	[Gantt bar from Mar to Apr]											
8	Secure Video Traffic	2/28/2014	3/6/2014	1w	[Gantt bar from Mar to Apr]											
9	Install Video Surveillance Management SW	4/4/2014	4/17/2014	2w	[Gantt bar from Apr to May]											
10	Phase III	2/14/2014	12/25/2014	45w	[Gantt bar from Feb to Dec]											
11	Expand to other locations	4/18/2014	12/25/2014	36w	[Gantt bar from May to Dec]											
12	Create surveillance operations room	2/14/2014	7/31/2014	24w	[Gantt bar from Feb to Jul]											
13	Increase server and network capacity	4/18/2014	10/2/2014	24w	[Gantt bar from May to Oct]											
14	Close project	12/16/2014	12/26/2014	0w	[Gantt bar at the end of Dec]											

# Thanks

# CANUTILLO ISD SURVEILLANCE PROPOSAL



## STATEMENT OF WORK

Plan B Networks, an El Paso local company is presenting a turnkey solution to fulfill the Surveillance needs for Canutillo ISD located at 7965 Artcraft Road in El Paso Texas. Plan B will create a Hybrid solution to augment the current surveillance system of analog cameras with new IP megapixel cameras being purposed. The surveillance solution will be centralize administration for easy management and expandability.

OnSSI Software will be purposed as the Video Management Software. OnSSI is installed and deployed in a server environment for footage archive. On-Net Surveillance Systems Inc. (OnSSI) offers a comprehensive IP video surveillance control and management software solution, and continues to develop the most advanced IP-based intelligent video surveillance solutions in the market. This software also takes advantage of a graphical user interface to provide ease of usage.



## STATEMENT OF WORK

IP Megapixel cameras will be purposed for their field of view, digital zooming and clear clarity advantages. These cameras will be located in strategic areas coordinated by district personnel and their needs for added viewing to their building entrances, hallways and exterior of the facility.

Revolutionary 180 degree and 360 degree megapixel cameras are also available for their panoramic field of view. These cameras provide a wide range of the area to be viewed. PTZ (pan, tilt and zoom) cameras with optical zooming cameras are available to augment the zooming capabilities within the applicable areas. All cameras have the Day/Night feature. These cameras also provide the most advanced compression rate of H.264 providing 10x average bandwidth and storage reduction over MPEG and 50x over JPEG.

All equipment, software, cabling and installation labor and appointed staff training will be included to provide a true turnkey solution. Structured Cat6 and 18/2 cable will be used to connect IP cameras to existing network thus providing connectivity to management and video software.



## IP VIDEO SURVEILLANCE Analog vs IP

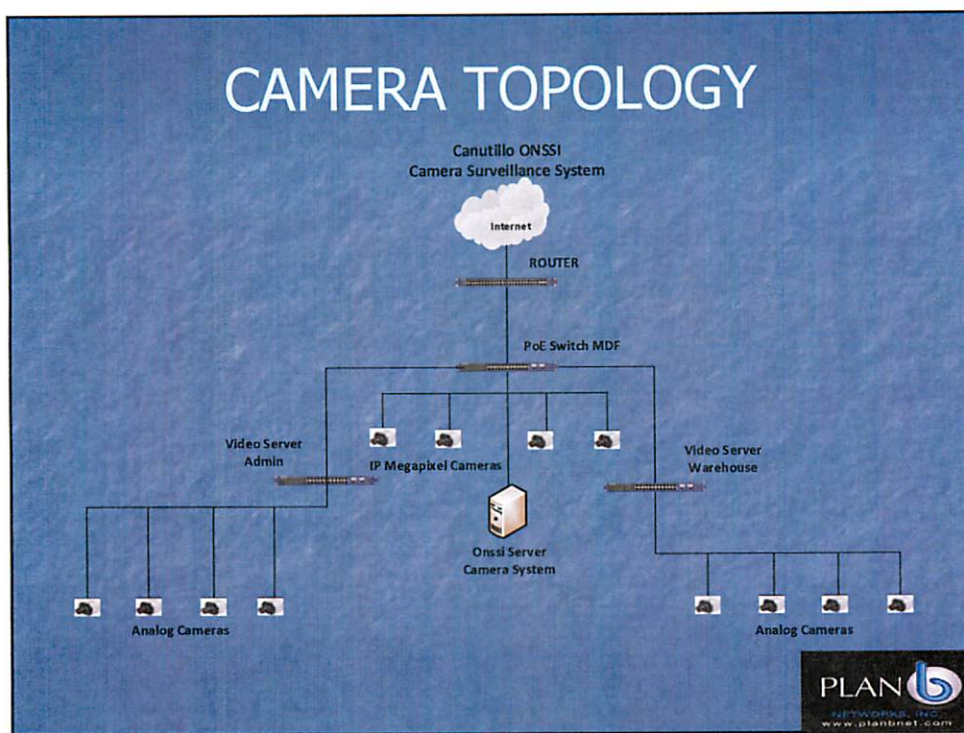
### IP

- Video Quality/Digital Zoom/Field of View
- Easier Deployment
- Cost Effective Expandability
- Hybrid Solution Advantage
- Centralized Management
- Advanced Analytics
- Software Based
- Redundancy/Fault Tolerance

### Analog

- Poor Quality/Poor Field of View
- Isolated Deployment
- Restricted Growth
- Individual Management
- Minimum if any Analytics
- Hardware Based (DVR/NVR)
- No redundancy





## CAMERA MAINTENANCE

All equipment will carry the manufacturer's warranty and labor installation will have a three month warranty from project completion date. Maintenance agreements are offered after warranty expiration date.



## REFERENCES

Gadsden Independent School District  
4950 McNutt Road  
Sunland Park, NM 88063  
Calixto Arzaga  
575-882-6275

Socorro Independent School District  
201 Tanton Road  
El Paso, TX 79927  
Benjamin Ross  
915-937-1032

Presbyterian Hospital  
1010 Spruce Street  
Española, NM 87532  
Brenda Romero  
505-753-7111



# CERTIFICATIONS

Plan B Networks currently supports the following camera manufacturers:

- Arecont
- Axis
- Vivotek

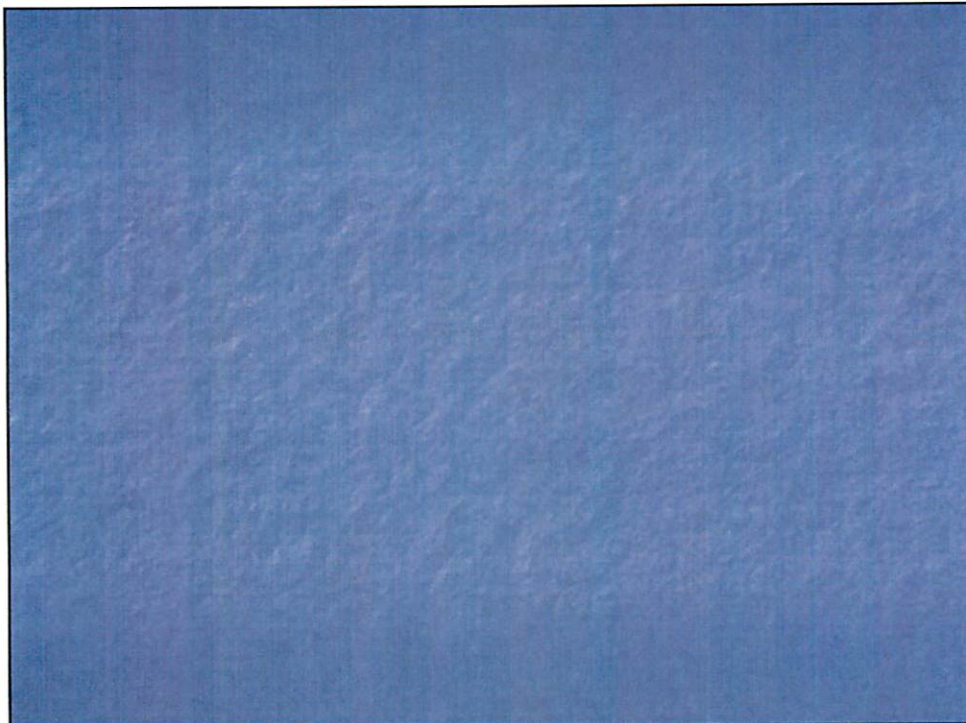
Plan B Networks currently supports the following Video Management System:

- OnSSI (Certified Channel Partner)

Plan B Networks is licensed by the Texas Department of Public Safety as a Security Contractor License# B16043

Plan B Networks is registered under Education Service Center Region 19 Contract# 14-6993 Security Systems, Installations and Service

Plan B Networks is registered by the Texas Private Security Bureau.



# Phase 1

## Integration of existing Analog Cameras to a Digital Solution



**Plan B Networks, Inc**  
 1120 Industrial Park Road  
 Suite 100  
 Espanola, New Mexico 87532  
 United States  
<http://www.planbnet.com>

### Quotation

**Date**  
 Dec 12, 2013 5:02 PM  
 MST

**Doc #**  
 11797 - rev 1 of 1

**Description**  
 Canutillo Admin  
 Camera Conversion

**SalesRep**  
 @planbnet.com,  
 Team  
 (P) 915-774-0207  
 (F) 505-212-0254

**Customer Contact**  
 Flores, Tony  
 (P) 915-877-7474  
[tony.flores@canutilloisd.org](mailto:tony.flores@canutilloisd.org)

#### Customer

Canutillo Independent School District (CI0097) / Juan Mares  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7400

#### Bill To

Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

#### Ship To

Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

<b>Customer PO:</b> None	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item Description	Part #	Qty	Tax	Unit Price	Total
<b>IP Cameras</b>					
1 Vivotek 8 channel video server	VS8801	2	No	\$910.00	\$1,820.00
2 Vivotek Video Server Mounting Bracket	AM6101	2	No	\$12.00	\$24.00
<b>Cabling Materials</b>					
3 General Cat6 Cable black	7131847	500	No	\$0.34	\$170.00
4 Enterprise Cat6 5ft black patch cord	QCRSRSKC-5F	2	No	\$5.48	\$10.96
5 Panduit Cat6 Jack Off White	CJ688TGIW	2	No	\$7.00	\$14.00
6 Connector F Compression	GI GF-UE-6	20	No	\$0.45	\$9.00
7 Misc. Materials (J-hooks, Velcro, Wraps, etc)	MISC	1	No	\$100.00	\$100.00
<b>Labor</b>					
8 Cable Tech Labor	PB-CTL	1	No	\$1,100.00	\$1,100.00
9 Network Engineering Labor	PB-NEL	1	No	\$340.00	\$340.00

**SOW: Installation of (2) Video Servers to convert (14) analog cameras to IP solution. Installation of Cat6 cabling for network connectivity to video servers. Installation and configuration of cameras on OnSSI software. Canutillo ISD to provide switch port availability with POE capability and patch panel ports for termination. Troubleshoot (8) cameras for cable connection. Re-terminate connectors if needed. All work will be performed in a professional, workmanlike manner.**

Subtotal: \$3,587.96  
 Tax (0.000%): \$0.00  
 Shipping: \$65.00  
**Total: \$3,652.00**

## Phase 2

### New IP Camera Infrastructure on Central Office Only



**Plan B Networks, Inc**  
 1120 Industrial Park Road  
 Suite 100  
 Espanola, New Mexico 87532  
 United States  
<http://www.planbnet.com>

Quotation	
<b>Date</b>	Dec 9, 2013 11:34 AM MST
<b>Doc #</b>	11776 - rev 1 of 1
<b>Description</b>	Admin Cameras Installation
<b>SalesRep</b>	@planbnet.com, Team (P) 915-774-0207 (F) 505-212-0254
<b>Customer Contact</b>	Flores, Tony (P) 915-877-7474 tony.flores@canutillo-isd.org

**Customer**

Canutillo Independent School District (CI0097) / Juan Mares  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7400

**Bill To**

Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

**Ship To**

Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

<b>Customer PO:</b> None	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item Description	Part #	Qty	Tax	Unit Price	Total
<b>IP Cameras</b>					
1 1MP Dome camera with WDR and IR	FD8135H	3	No	\$510.00	\$1,530.00
2 2MP bullet camera with IR housing	IP8362	1	No	\$800.00	\$800.00
<b>Camera License and Software</b>					
3 Onssi camera license required per camera	OC-CS-1C	18	No	\$250.00	\$4,500.00
4 1 year sup for camera license	SUP-OC-CS-1C-1Y	18	No	\$50.00	\$900.00
5 Onssi 1 year software upgrade for Ocularis CS Base	SUP-OC-CS-1Y	1	No	\$400.00	\$400.00
6 Onssi Ocularis CS software suite license Base ONE TIME FEE ONLY	OC-CS	1	No	\$2,125.00	\$2,125.00
<b>Misc. Materials</b>					
7 Cat6 plenum rated black cable	7131742	1200	No	\$0.34	\$408.00
8 Panduit Cat6 Jack Off White	CJ688TGIW	4	No	\$7.00	\$28.00
9 Ortronics Cat6 Patch Cord- 5' Black	OR-SPC605-00	8	No	\$5.48	\$43.84
10 Dual Gang Raintight Box	2IH3-2	4	No	\$8.40	\$33.60
11 Dual Gang Raintight Box Cover	2CCB	4	No	\$1.50	\$6.00
12 Misc. Materials (J-hooks, Velcro, Wraps, etc)	MISC	1	No	\$150.00	\$150.00
<b>Labor</b>					
13 Cable Tech Labor	PB-CTL	1	No	\$1,540.00	\$1,540.00
14 Network Engineering Labor	PB-NEL	1	No	\$4,100.00	\$4,100.00

**SOW: Installation of (4) IP Megapixel cameras at Canutillo Admin. Installation of Cat6 cabling for network and power connectivity. Installation and configuration of cameras on OnSSI software. Canutillo ISD to provide server, and switch port availability with POE capability and patch panel ports for termination. All work will be performed in a professional, workmanlike manner.**

Subtotal:	\$16,564.44
Tax (8.250%):	\$0.00
Shipping:	\$65.00
<b>Total:</b>	<b>\$16,629.44</b>

# Phase 3

## New IP Camera Infrastructure on all Campuses

### Budgetary Figures



**Plan B Networks, Inc**  
 1120 Industrial Park Road  
 Suite 101  
 Espanola, New Mexico 87532  
 United States  
<http://www.planbnet.com>

Quotation	
<b>Date</b>	Jan 27, 2014 3:43 PM MST
<b>Doc #</b>	11931 - rev 1 of 1
<b>Description</b>	Budgetary Figures
<b>SalesRep</b>	Mares, Juan (P) 915-774-0207 (F) 915-599-0232
<b>Customer Contact</b>	Guilfoil, Roberta <a href="mailto:rguilfoil@canutillo-isd.org">rguilfoil@canutillo-isd.org</a>

**Customer**

Canutillo Independent School District (CI0097) / Juan Mares  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7400

**Bill To**

Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

**Ship To**

Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

<b>Customer PO:</b> None	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item Description	Part #	Qty	Tax	Unit Price	Total
1 Panduit Cat6 Jack Off White	CJ688TGIW	1	No	\$7.00	\$7.00
2 Onssi camera license required per camera	OC-CS-1C	1	No	\$250.00	\$250.00
3 1 year sup for camera license	SUP-OC-CS-1C-1Y	1	No	\$50.00	\$50.00
4 Cat6 plenum rated black cable	7131742	250	No	\$0.34	\$85.00
5 Ortronics Cat6 Patch Cord- 5' Black	OR-SPC605-00	2	No	\$5.48	\$10.96
6 Misc. Materials (J-hooks, Velcro, Wraps, etc)	MISC	1	No	\$35.00	\$35.00
7 Cable Tech Labor	PB-CTL	1	No	\$330.00	\$330.00
8 Network Engineering Labor	PB-NEL	1	No	\$85.00	\$85.00
<b>Optional Cameras</b>					
9 1MP Dome camera with WDR and IR	FD8135H	0	No	\$510.00	\$0.00
10 2MP bullet camera with IR housing	IP8362	0	No	\$800.00	\$0.00
11 20 MP 180 degree camera	AV20185DN	0	No	\$1,750.00	\$0.00

**SOW: Purchase and Installation of IP Megapixel cameras for Canutillo ISD. Cost will vary depending on camera selection. Installation of Cat6 cabling for network and power connectivity. Purchase, installation and configuration of camera license on OnSSI software. All work will be performed in a professional, workmanlike manner.**

Subtotal: \$852.96  
 Tax (8.250%): \$0.00  
 Shipping: \$0.00  
**Total: \$852.96**

## Budgetary Figures

### Camera Fee's, Renewals and Yearly Maintenance



**Plan B Networks, Inc**  
 1120 Industrial Park Road  
 Suite 101  
 Espanola, New Mexico 87532  
 United States  
<http://www.planbnet.com>

#### Quotation

<b>Date</b>	Jan 27, 2014 3:58 PM MST
<b>Doc #</b>	11932 - rev 1 of 1
<b>Description</b>	Camera Fee's, Renewals and Yearly Maintenance
<b>SalesRep</b>	Mares, Juan (P) 915-774-0207 (F) 915-599-0232
<b>Customer Contact</b>	Flores, Tony (P) 915-877-7474 <a href="mailto:tony.flores@canutillo-isd.org">tony.flores@canutillo-isd.org</a>

**Customer**

Canutillo Independent School District (CI0097) / Juan Mares  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7400

**Bill To**

Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

**Ship To**

Canutillo Independent School District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, Texas 79932  
 (P) 915-877-7474

<b>Customer PO:</b> None	<b>Terms:</b> Unknown	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item Description	Part #	Qty	Tax	Unit Price	Total
<b>One Time Fee ONLY</b>					
1 Onssi Ocularis CS software suite license Base ONE TIME FEE ONLY	OC-CS	1	No	\$2,125.00	\$2,125.00
2 Onssi camera license required per camera	OC-CS-1C	1	No	\$250.00	\$250.00
<b>Yearly Software Upgrade Support</b>					
3 Onssi 1 year software upgrade for Ocularis CS Base Always will be Qty 1	SUP-OC-CS-1Y	1	No	\$400.00	\$400.00
4 1 year sup for camera license This license renewal is per camera	SUP-OC-CS-1C-1Y	1	No	\$50.00	\$50.00
<b>Yearly Plan B Maintenance per Camera</b>					
5 Cleaning Lenses, Upgrading software, etc	LABOR	1	No	\$90.00	\$90.00



**Education Service Center  
Region 19**  
El Paso & Hudspeth Counties

6611 Boeing Drive  
El Paso, Texas 79925-1010  
www.esc19.net

Office: (915) 780-5019  
Fax: (915) 780-5061

PURCHASING DEPARTMENT

December 16, 2013

Plan B Networks, Inc.  
11395 James Watt, Ste. A-6  
El Paso, TX 79936  
Attn.: Juan Mares

Board of Directors:  
Kathy Becker  
Chairman

Santiago L. Rodriguez  
Vice Chairman

Dr. Raul L. Muñoz  
Secretary

John C. Elder  
Member

Charles Hart  
Member

Marshall St. John  
Member

Fred Sanchez  
Charter Member

David Sublasky  
Member

James R. Vasquez  
Executive Director

**RE: RFP No. 14-6993 Security Systems, Installations and Service**

Dear Mr. Mares,

Education Service Center (ESC) - Region 19 Allied States Cooperative awarded the referenced RFP No. 14-6993 Security Systems, Installations and Service on December 13, 2013, to Plan B Networks, Inc. While the contract is in force we would appreciate being notified of any changes such as representatives and billing addresses. Award of this contract does not guarantee any volume of business. We recommend that Plan B Networks, Inc. promote this contract for possible business.

As stated in the RFP, page 40, **Insurance**, please provide the Certificate of Liability Insurance **within 14 business days of contract award and prior to the commencement of any work under this Contract.** The Education Service Center – Region 19 Allied States Cooperative as the Certificate Holder.

Please visit our website at [www.alliedstatescooperative.com](http://www.alliedstatescooperative.com) to view the award summary and an updated list of our cooperative's members. Also, if you have not already done so, please register your company online so that we can notify you of any new contract opportunities. ESC-Region 19 Allied States Cooperative is not responsible for purchases made without an approved purchase order. As per the Statement of Cooperative Purchasing Agreement, please submit all monthly sales as shown on the attached list. This contract has a **2% monthly administrative fee**. To alleviate any issues reporting the monthly administrative fees, the cooperative member must note the contract number on their purchase orders.

Thank you for your interest in RFP 14-6993 Security Systems, Installations and Service. We are looking forward to working with your company. If you have any questions please do not hesitate to contact our office at 915-780-5389.

Sincerely,

Mary Jane Lopez  
Purchasing Analyst

Enclosure



# Texas Department of Public Safety

## *Certificate of License*

The Texas Private Security Bureau certifies that:

**PLAN B NETWORKS, INC**

**B16043**

*Is Duly Licensed as*

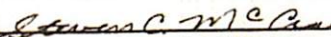
**Security Contractor**

Alarm Systems Company

Electronic Access Company

Under the provisions of Chapter 1702 Texas Occupations Code, as amended  
This License

**EXPIRES: 9/30/2014**

  
Director, Tx Dept. of Public Safety



This diploma certifies that

**Richard Vasquez**

---

with

**Plan B Networks**

---

has completed the

**Axis Communications' Academy  
2 day Fundamentals Course**

on this 8th day of December, 2011



James Marcella  
Director of Technical Services  
Axis Communications, USA



**CHANNEL PARTNER  
CERTIFICATION PROGRAM**

THIS CERTIFIES THAT

**Richard Vasquez**  
Plan B Networks, Inc.

has successfully completed the required course of study approved by Arecont Vision  
**GENERAL CERTIFICATION**  
Given this 1 day of October, 2013

16405  
CERTIFICATE NUMBER

*Mark Espenschied*

Mark Espenschied, Director of Marketing Communications



**CHANNEL PARTNER  
CERTIFICATION PROGRAM**

THIS CERTIFIES THAT

**Joe Flores**  
Plan B Networks, Inc.

has successfully completed the required course of study approved by Arecont Vision  
**GENERAL CERTIFICATION**  
Given this 1 day of October, 2013

16406  
CERTIFICATE NUMBER

*Mark Espenschied*

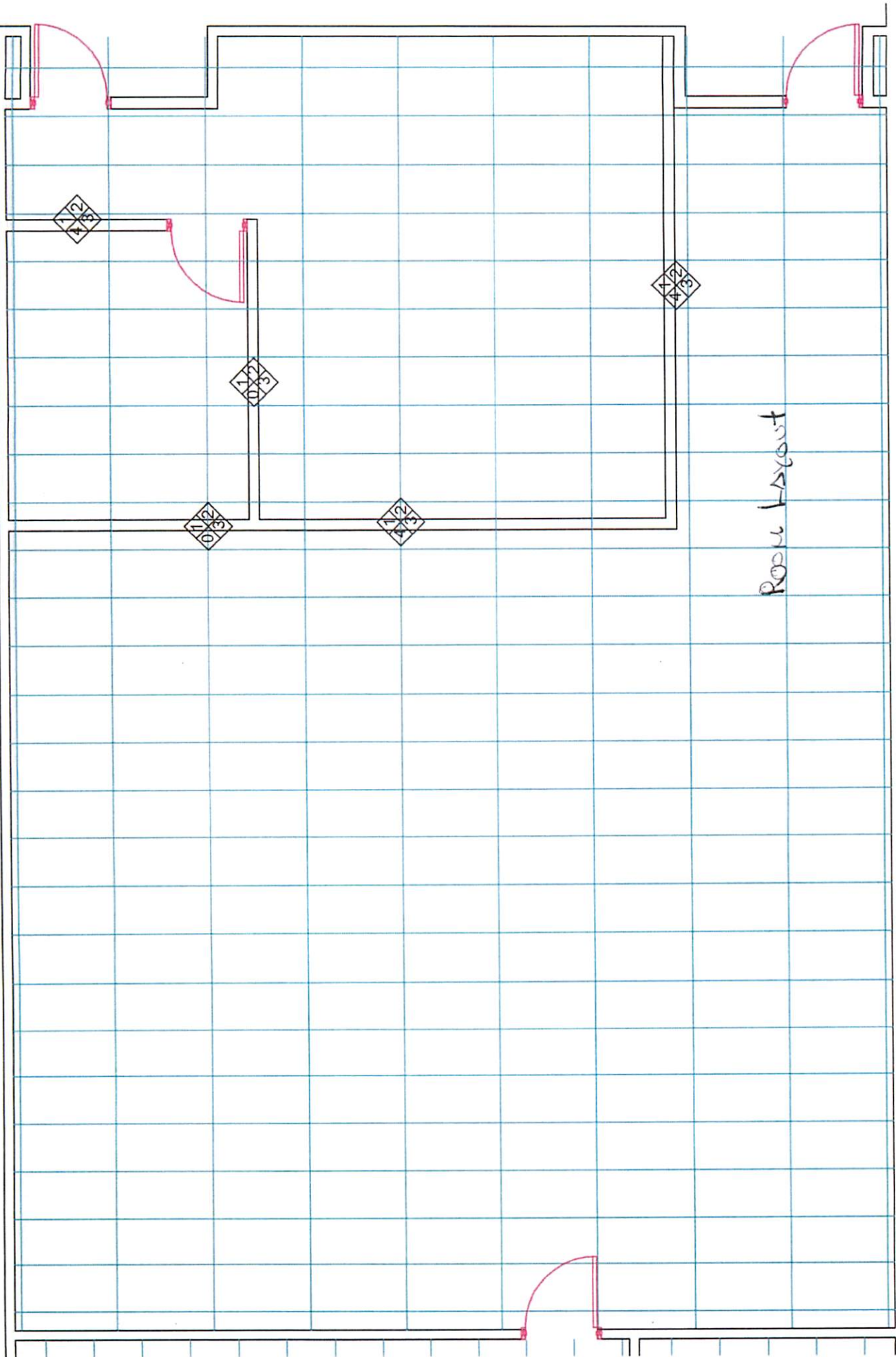
Mark Espenschied, Director of Marketing Communications

Monitoring / Security Room  
Estimated Construction  
Cost.

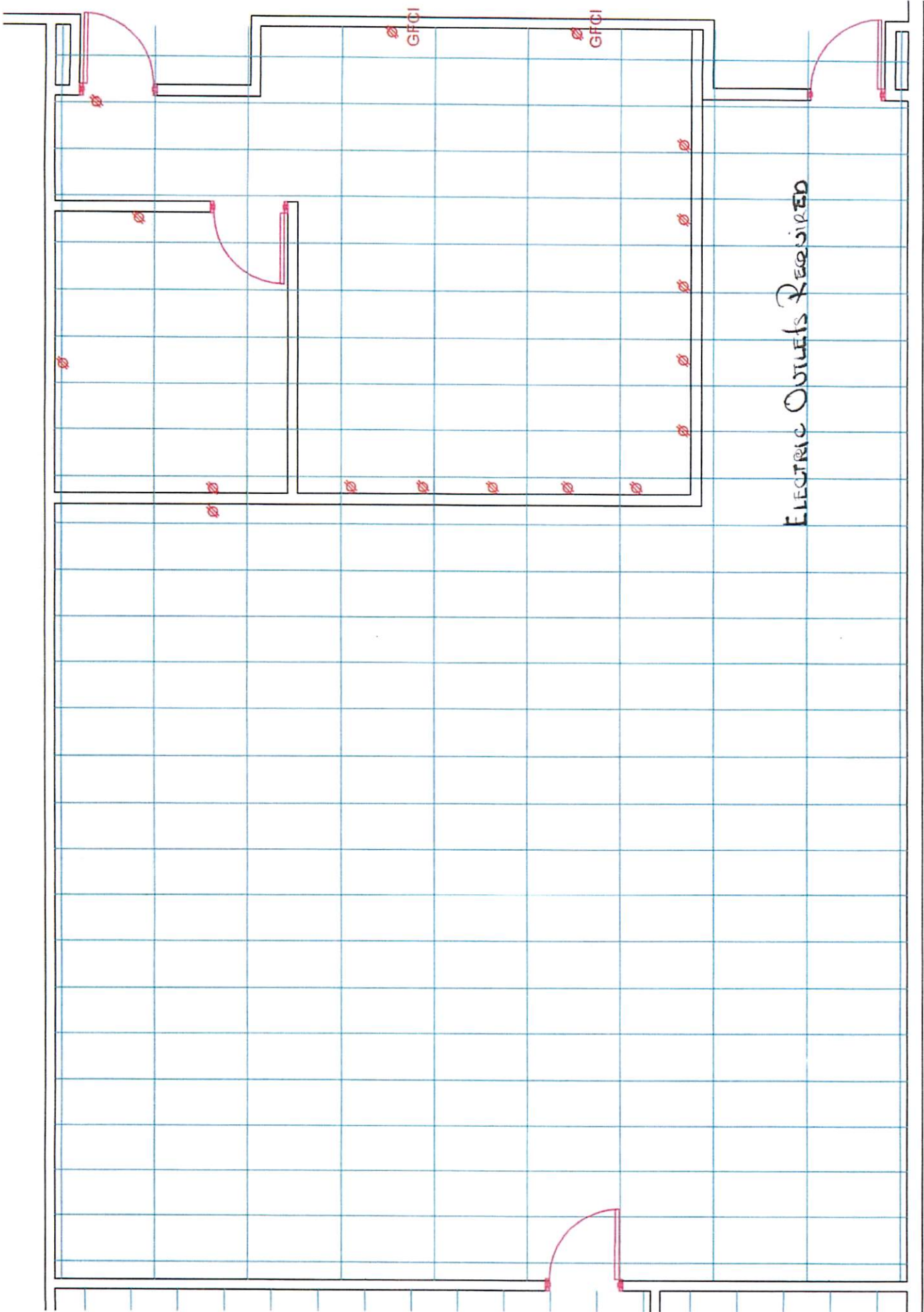
Tasks Description	Qty	Units	MATERIAL COST		LABOR COST		Total Cost
			Unit	Total	Unit	Total	
<b>Professional Fees</b>							
County Permit	1.00	LS	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 200.00
TAS Review	1.00	LS	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Division 1 - General Conditions</b>							
Survey and layout	1.00	EA	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance and Bonds	1.00	EA	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Division 2 - Site work</b>							
Remove existing light switches	2.00	EA	\$ -	\$ -	\$ -	\$ -	\$ -
Remove projector as screen	1.00	EA	\$ -	\$ -	\$ -	\$ -	\$ -
Remove fire sprinklers	3.00	EA	\$ -	\$ -	\$ 120.00	\$ 360.00	\$ 360.00
Remove 2' X 4' ceiling tiles and 2', and 4' T	12.00	EA	\$ -	\$ -	\$ -	\$ -	\$ -
Remove A/C thermostat	1.00	EA	\$ -	\$ -	\$ -	\$ -	\$ -
Remove and cancelled air supply branch	2.00	EA	\$ 20.00	\$ 40.00	\$ -	\$ -	\$ 40.00
Remove and cancelled air return branch	1.00	EA	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ 20.00
<b>Division 3 - Concrete</b>							
Cut floor to accommodate monitors control feeding. And finish with ceramic tile and grout	8.00	SF	\$ 7.00	\$ 56.00	\$ -	\$ -	\$ 56.00
<b>Division 5 - Structural</b>							
	1.00	SF	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Division 6 - Carpentry</b>							
5/8" Fire Guard Drywall Partitions, with 3 5/8" X 14' 16 Ga metal studs	672.00	SF	\$ 4.00	\$ 2,688.00		\$ -	\$ 2,688.00
2" X8" wood reinforced for hanging monitors	96.00	LF	\$ 1.85	\$ 177.60		\$ -	\$ 177.60
<b>Division 8 - Doors and Windows</b>							
Interior 3'X7' Wood Door, Hollow metal Frame, and Hardware	1.00	EA	\$ 620.00	\$ 620.00		\$ -	\$ 620.00
<b>Division 9 - Finishes</b>							
Finishing with texture and paint equal as existing	672.00	SF	\$ 0.35	\$ 235.20		\$ -	\$ 235.20
Rubber Base	140.00	LF	\$ 2.20	\$ 308.00		\$ -	\$ 308.00
Ceiling adjustments	1.00	LOT	\$ 250.00	\$ 250.00		\$ -	\$ 250.00
<b>Division 10,11 and 12 - Specialties</b>							
Relocate Fire sprinklers	3.00	EA	\$ 30.00	\$ 90.00		\$ -	\$ 90.00
Red Fire Alarm Remote Strobe	1.00	EA	\$ 30.00	\$ 30.00	\$ 350.00	\$ 350.00	\$ 380.00
Hardwire Combination Carbon Monoxide and Smoke Alarm with Battery Backup and Voice Warning, Interconnect able	1.00	EA	\$ 50.00	\$ 50.00	\$ 350.00	\$ 350.00	\$ 400.00
<b>Division 15 - Mechanical &amp; Plumbing</b>							
Supply 12" encapsulated flexible pipe. R=4.2, 25LF	50.00	LF	\$ 3.60	\$ 180.00		\$ -	\$ 180.00
Return 12" encapsulated flexible pipe R=4.2, 25 LF	25.00	LF	\$ 3.60	\$ 90.00		\$ -	\$ 90.00
<b>Division 16 - Electrical</b>							
Relocate A/C thermostat	1.00	EA	\$ -	\$ -		\$ -	\$ -
Install electric switches.	4.00	EA	\$ 25.00	\$ 100.00		\$ -	\$ 100.00
Install electric outlets	13.00	EA	\$ 35.00	\$ 455.00		\$ -	\$ 455.00
Data and telephone outlet	4.00	EA	\$ 40.00	\$ 160.00	\$ 85.00	\$ 340.00	\$ 500.00
Under ground wire ways	2.00	EA	\$ 300.00	\$ 600.00	\$ 85.00	\$ 170.00	\$ 770.00
3/4" EMT, Data, Telephone, Electric outlets and switches	40.00	EA	\$ 20.00	\$ 800.00		\$ -	\$ 800.00
Feeder for 10 Electric outlets. 12 AWG wire	1,000.00	LF	\$ 0.25	\$ 250.00		\$ -	\$ 250.00
Split and reconnect lighting switches controls 12 AWG	300.00	LF	\$ 0.25	\$ 75.00		\$ -	\$ 75.00
Exit Sign 2 Emergency Lights	1.00	LF	\$ 120.00	\$ 120.00		\$ -	\$ 120.00
<b>Sub Total</b>							<b>\$ 9,164.80</b>
<b>Add 8% For Contingencies</b>						3%	<b>\$ 274.94</b>
<b>Overhead</b>						5%	<b>\$ 458.24</b>
<b>Profit</b>						0%	<b>\$ -</b>
<b>Total Estimated Construction Cost</b>							<b>\$ 9,897.98</b>

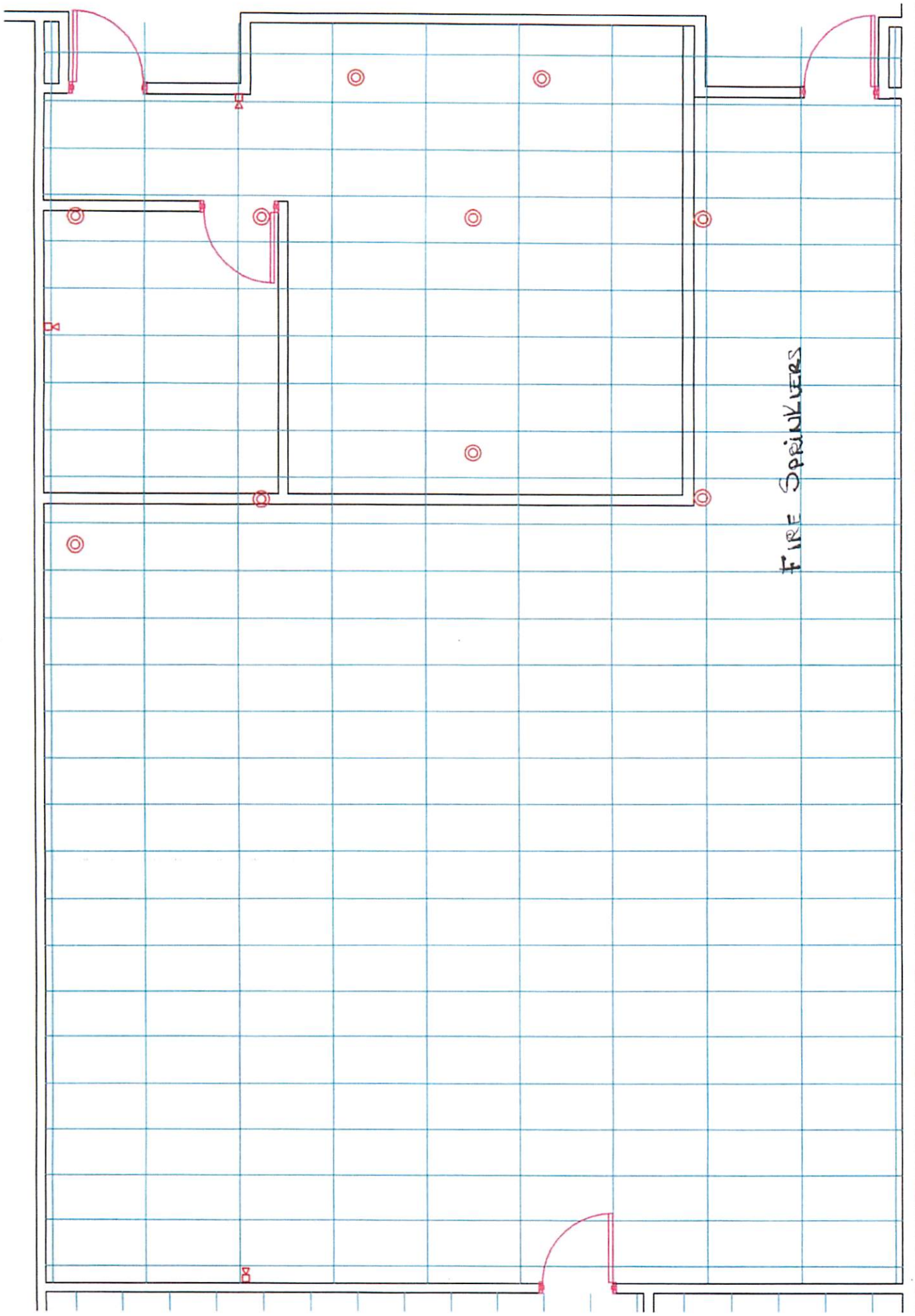
PROPERTY NO. 112  
1. PLANS & SPEC. OF WORK - 01/2012  
2. PLAN SHEET OF WORK - 01/2012  
3. PLAN SHEET OF WORK - 01/2012  
4. PLAN SHEET OF WORK - 01/2012

112  
01/2012

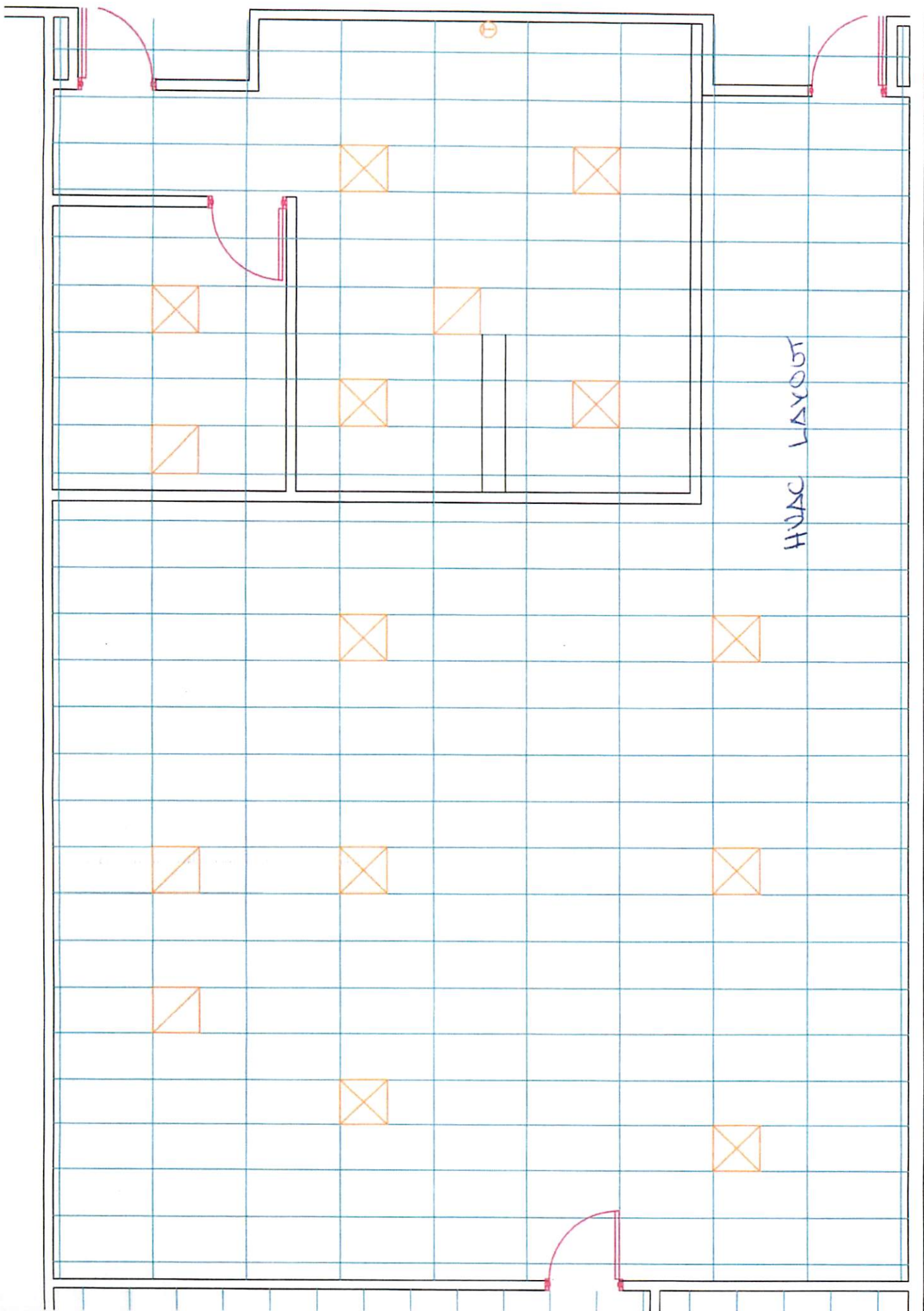


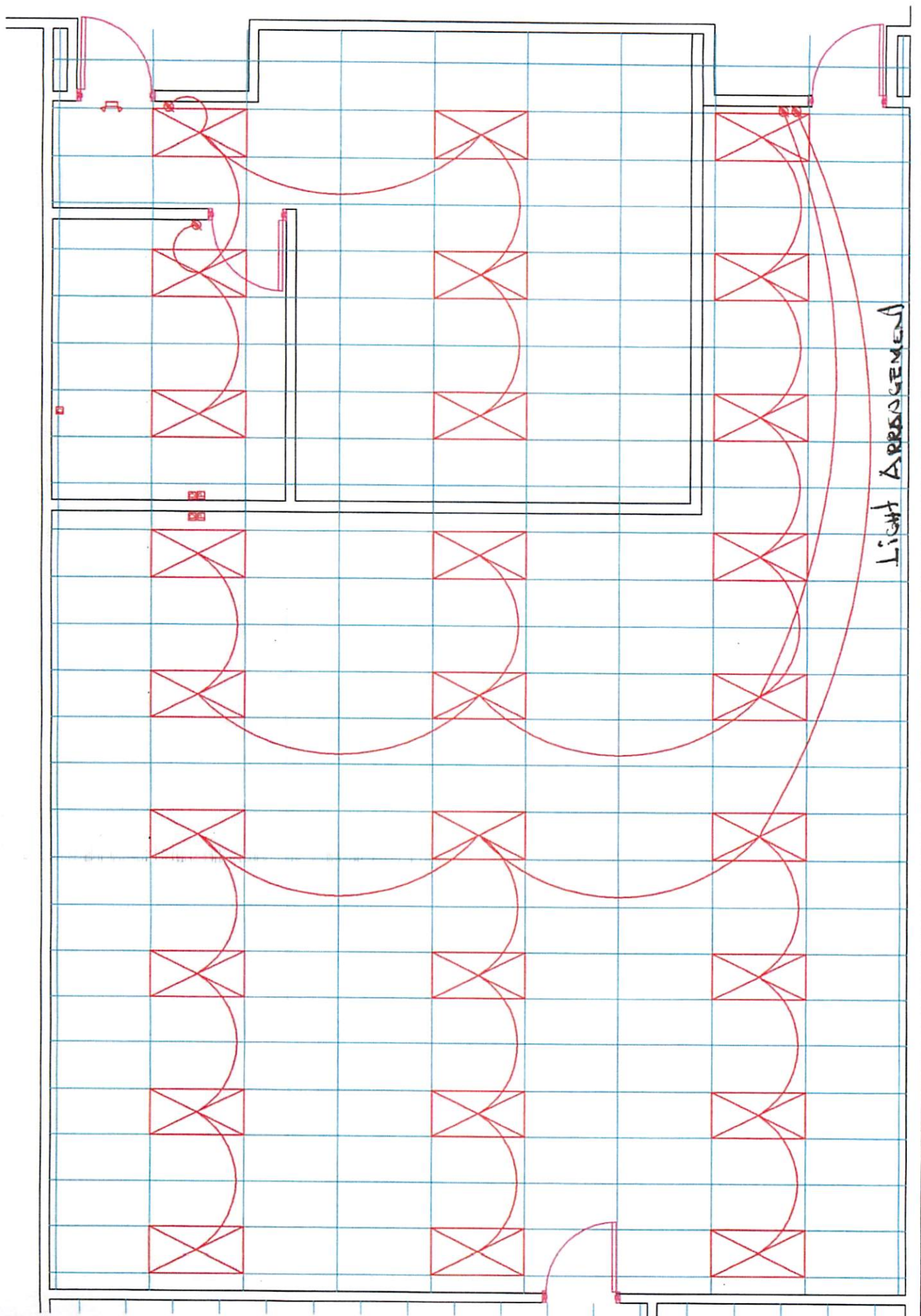
Room Layout

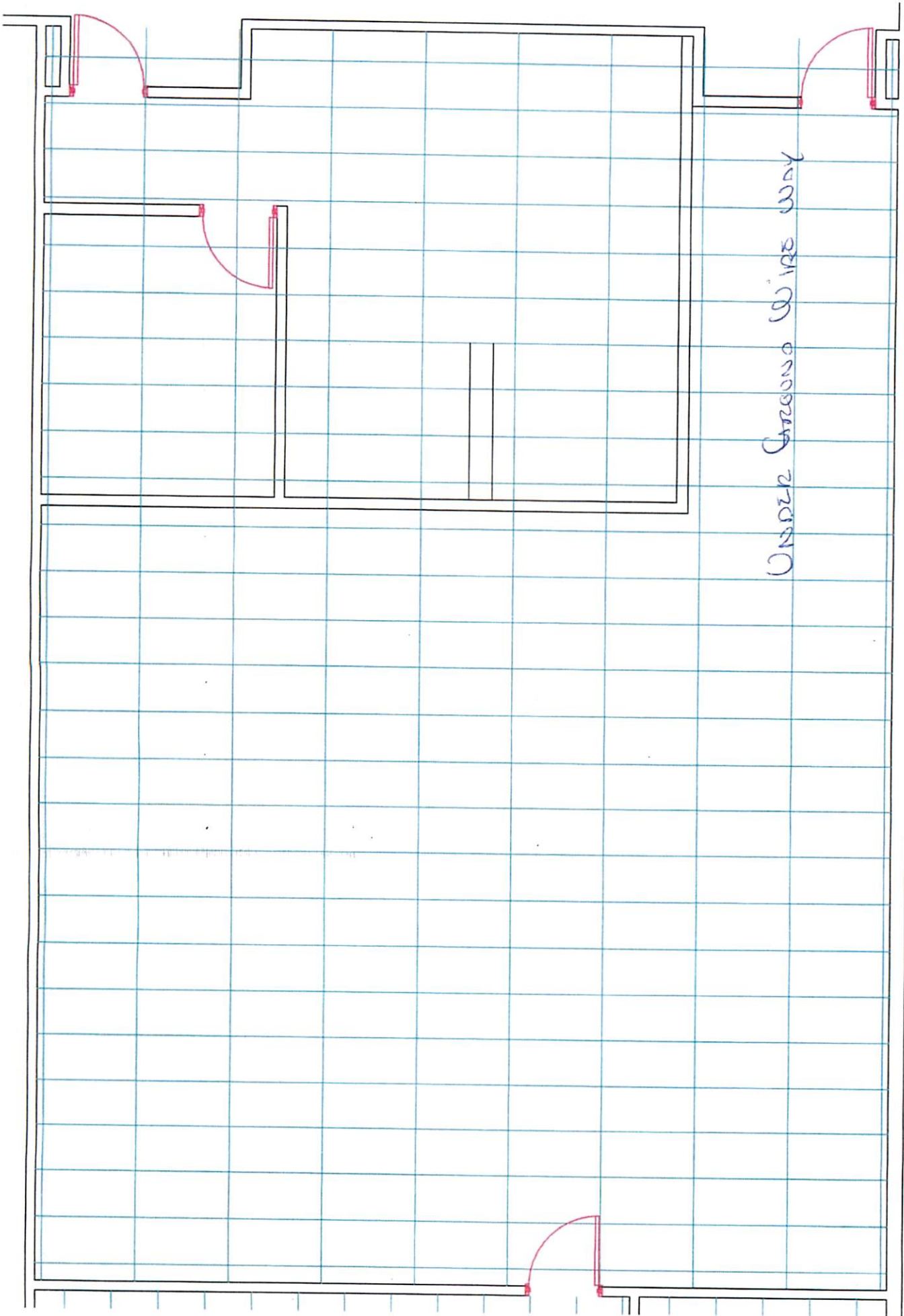




FIRE SPrINKLERS







UNDER Ground Wire way



# Canutillo Independent School District

7965 Arcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: March 6, 2014

SUBJECT: Approval of Contract for Repair of Irrigation System for CHS AG Science

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As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the contract to repair the irrigation system at the newly purchased land near Garcia Elementary School in the total amount of \$16,010.00.

### ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the contract to repair the irrigation system at the newly purchased land near Garcia Elementary School in the total amount of \$16,010.00 as presented.

*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.*

*El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.*



# Request for Board Agenda Item

Purchasing Department

Date: 3/6/2014

Campus/Department: CTE

Vendor Name: Grande Construction Inc.

Total Cost: \$16,010

Item Description and Justification for Purchase:

Irrigation System - Concrete ditch and port valves w/ 7' tail pipe for irrigation of land. Will meet NRCS Specs. Price to include all surveying and design.

Participating Schools/Departments: CTE

Funding Source: 199.51.6299.00.917.22  
(Account number to charge)

[Signature] \_\_\_\_\_ 3/6/14  
Campus/Department Administrator Date Signed

\*\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*\*

(To be completed by the Financial Services Division)

Purchasing Method: BELOW BID THRESHOLD

[Signature] \_\_\_\_\_ 3/6/14  
Purchasing Agent Date Signed

[Signature] \_\_\_\_\_ 3/6/14  
Executive Director of Financial Services Date Signed



# Grande Construction Inc.

3/5/2014

Po Box 429

Dane Seifts

La Mesa NM 88044

Cell # 915-203-8885

Fax # 575-589-3838

	Quantity	Cost	Total
Concrete Ditch	700'	\$ 19.50	\$ 13,650.00
12" port valves w/ 7' tail pipe	8	\$ 295.00	\$ 2,360.00

Estimate

Build to meet NRCS Specs

All Surveying and design included

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Totals

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Sold To:

Ron Gil

Canutillo ISD

Canutillo Tx 79835

Sub Total

\$ 16,010.00

Tax

Total

\$ 16,010.00

Accepted:

Invoice due net 10 days. 2% charged per month on balance.